Total Workforce Management Services (TWMS) Quick User Guide

Command Check In/Out

Periodic updates to the Check In/Out module may not be reflected in this document.

Command Check In/Out - Summary

The Command Check In/Out module in TWMS will track your employees as they arrive and leave your command and will notify personnel responsible for areas that affect an employees' check in/out. There are three components to this module:

(1) **Creating and managing the routing sheets required for each UIC in your scope of access.** An extensive list of standard functional areas used on a routing sheet will be available to select from. You can also add other functional areas unique to your command. For each functional area you will determine if it's part of the check in process and/or check out process, and which type of employees (Active Duty, Civilian, etc.) it applies to. An optional "phasing" number can be applied which will determine the number of days when the POC(s) for the functional area will be notified before or after the employee checks in or checks out. In this component you will also manage the email addresses of the POC(s) associated with each selected functional area.

(2) **Creating and initiating a check in/out record for a designated employee.** The Programs of Record (POR) feeding TWMS can automatically create a check in/out record for your civilian and military employees as they arrive and leave the UICs in your scope. Contact your local TWMS POC to have your UICs included in this automated process. In this component you will be able to search for employees within your scope and then create and initiate a check in/out record for them prior to or instead of any of the resulting POR feeds.

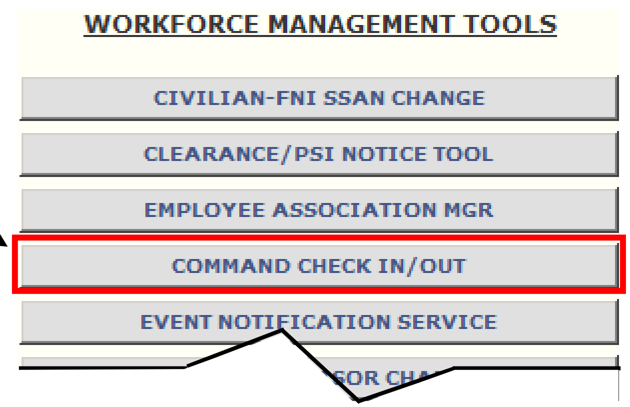
(3) **Creating a new employee.** This component allows you to create an employee record in TWMS.

Accessing the Employee Check In/Out

To access the Command Check In/Out module in TWMS*:

1. From the Home Page click on the **Tools/Functions** button on the Actions Menu.

2. From the Tools/Functions display choose the **Employee Check In/Out** button located under the Workforce Management Tools area.



**You must have the appropriate permissions to view and manage the Employee Check In/Out module.*

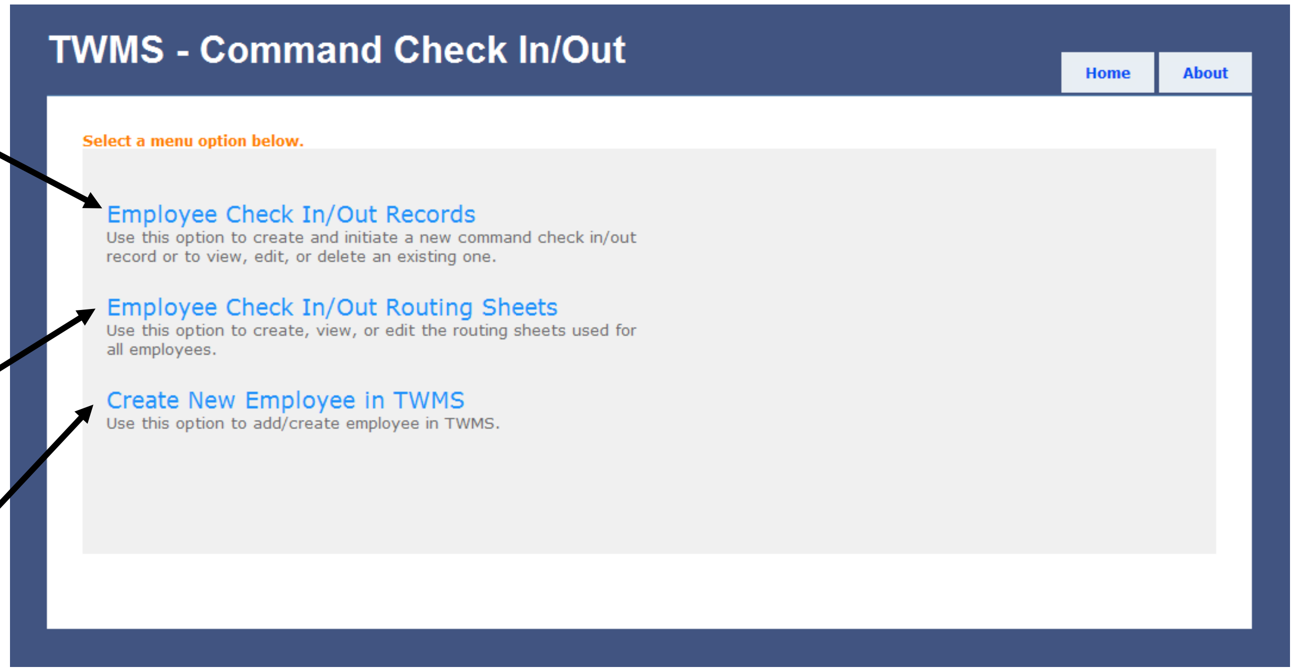
Accessing the Employee Check In/Out

The Command Check In/Out Main Window will open displaying three options.

3a. Click here to initiate a new check in/out record or to view existing check in/out records.

3b. Click here to create or edit your routing sheets and to manage the email addresses associated with them.

3c. Click here to add/create employee records in TWMS.



Creating a Check In/Out Routing Sheet

A routing sheet must be created for each UIC and will determine the functional areas where all employees in that UIC will need to visit upon checking in or checking out of their command. An email will be sent to the POCs of each functional area notifying them of the employees that will be checking in or checking out. You will be able to create a different routing sheet for each employee type belonging to the same UIC.

To create a Check In/Out routing sheet:

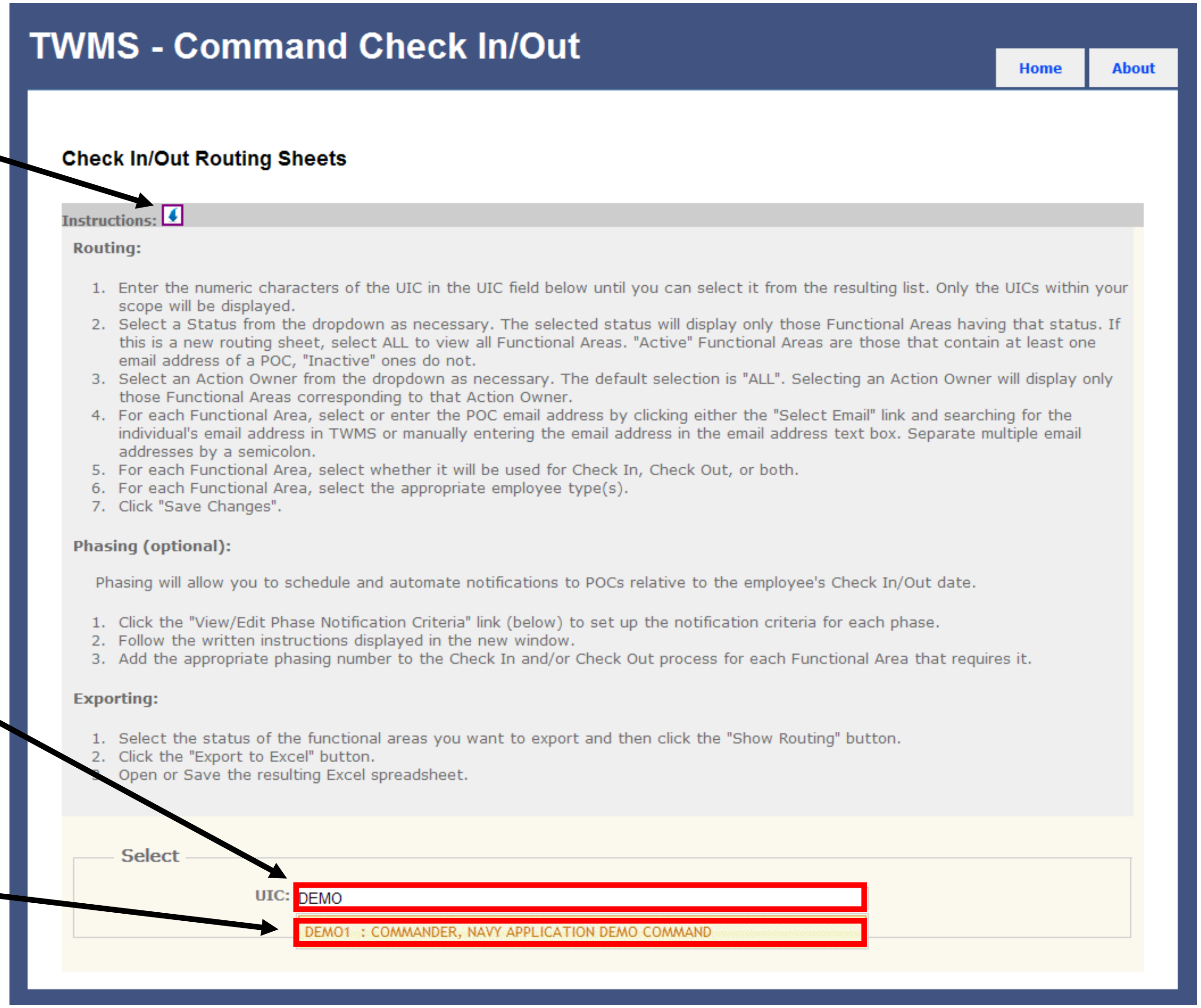
1. Click the **Employee Check In/Out Routing Sheets** link from the Check In/Out Main Window.

Creating a Check In/Out Routing Sheet

Click here to expand/collapse the instructions for this page.

2. Enter the numeric characters of the UIC until it displays. This is the UIC you will be creating a routing chain for.

3. Select the UIC from the results of your search.



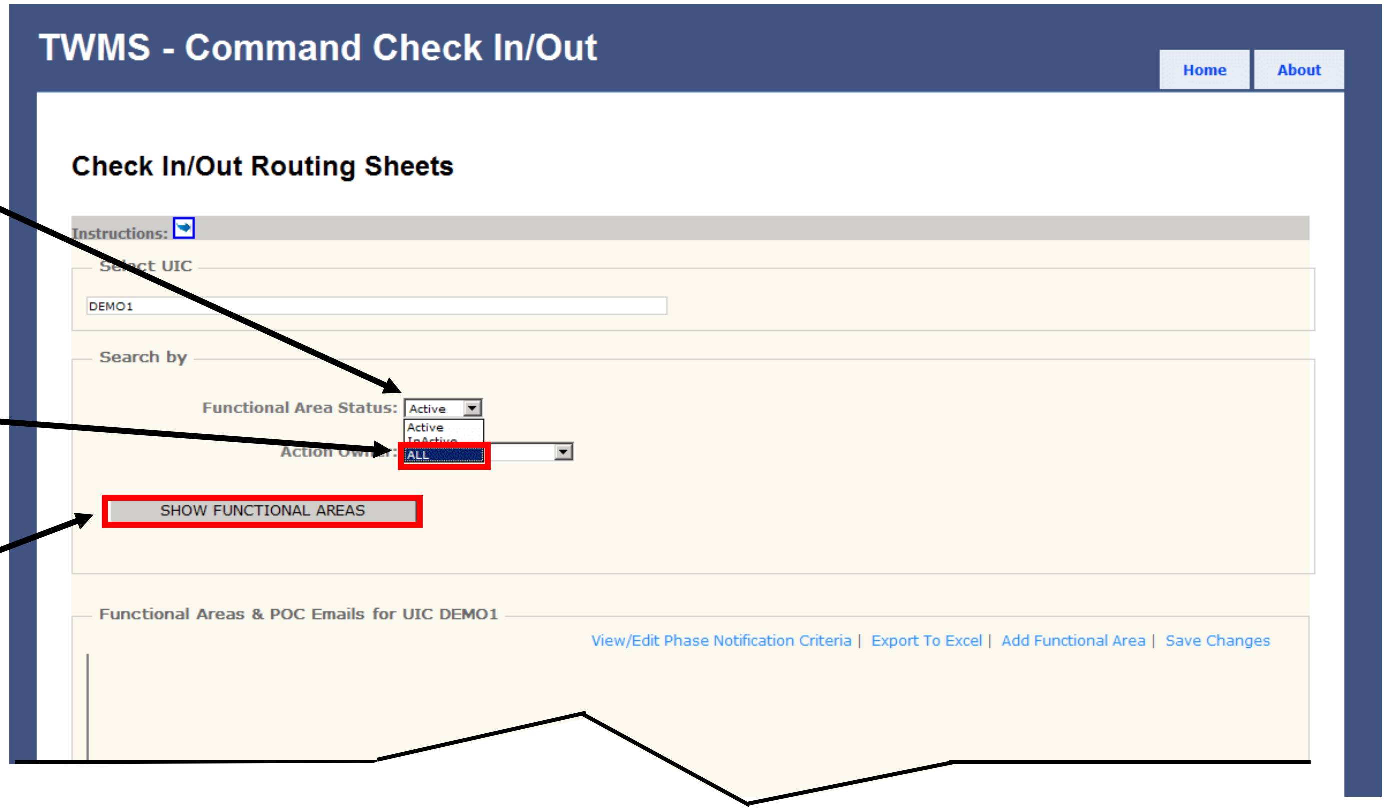
Creating a Check In/Out Routing Sheet

After selecting a UIC you will then be able to identify the Functional Areas associated with a check in or check out record for those employees belonging to this UIC.

Note: The default status for the "Functional Area Status" is always set to ***Active****.*

4. For a new routing sheet you must select the Status **ALL** to view the standard list of Functional Areas.

5. Click the **Show Functional Areas** button.



Creating a Check In/Out Routing Sheet

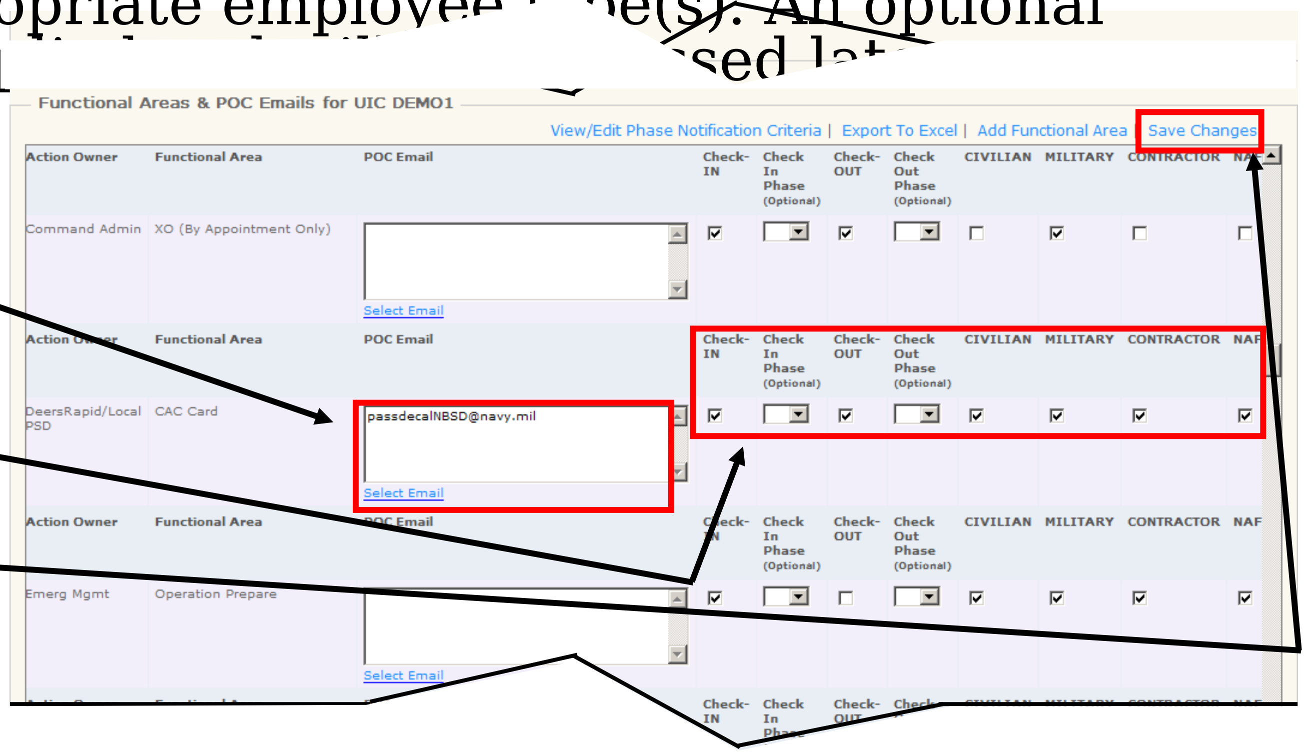
A standard list of functional areas, listed in alphabetical order by Action Owner, will now be available for you to select from for this routing sheet. You can also create others that are unique to your command. For each functional area relevant to this UIC, there are three things you must do. (1) enter the POC email address, (2) select whether it will be used for Check In, Check Out, or both, and (3) select the appropriate employee type(s). An optional phasing can also be ap[illegible]sed lat[illegible]

6. For the selected functional area, manually enter or click the **Select Email** button to populate the POC's email address.

7. Select or deselect the checkboxes relevant for this functional area.

8. Click the **Save Changes** link.

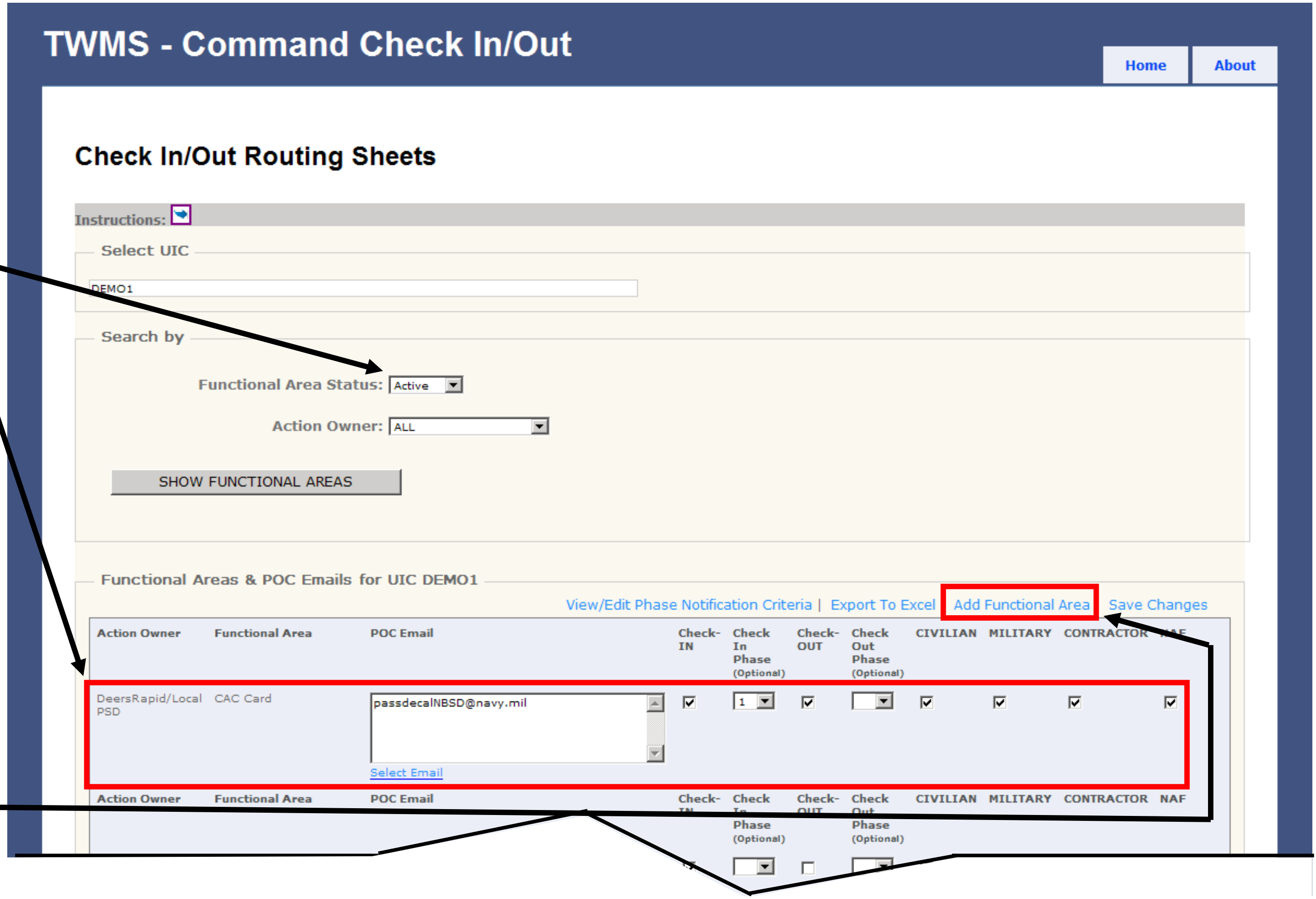
9. Repeat steps 5 - 7 for each functional area you want included in the routing



Adding Non-standard Functional Areas

Sometimes there will be functional areas in your local command that you don't see listed. TWMS allows you to easily add these non-standard functional areas to the routing sheet.

Note: Once a functional area has been saved, its status will now be active.

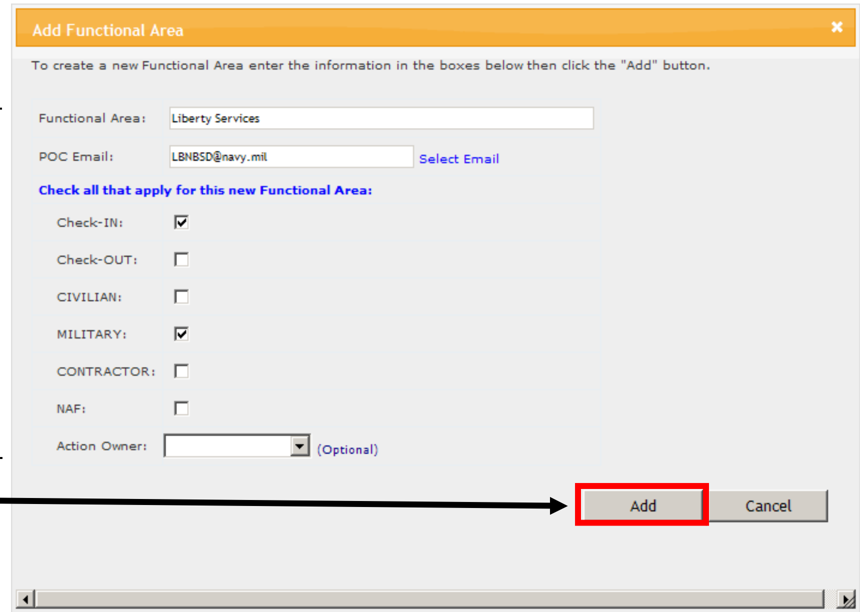


To add a non-standard functional area to the UIC's routing sheet:

1. Click the **Add Functional Area** link.

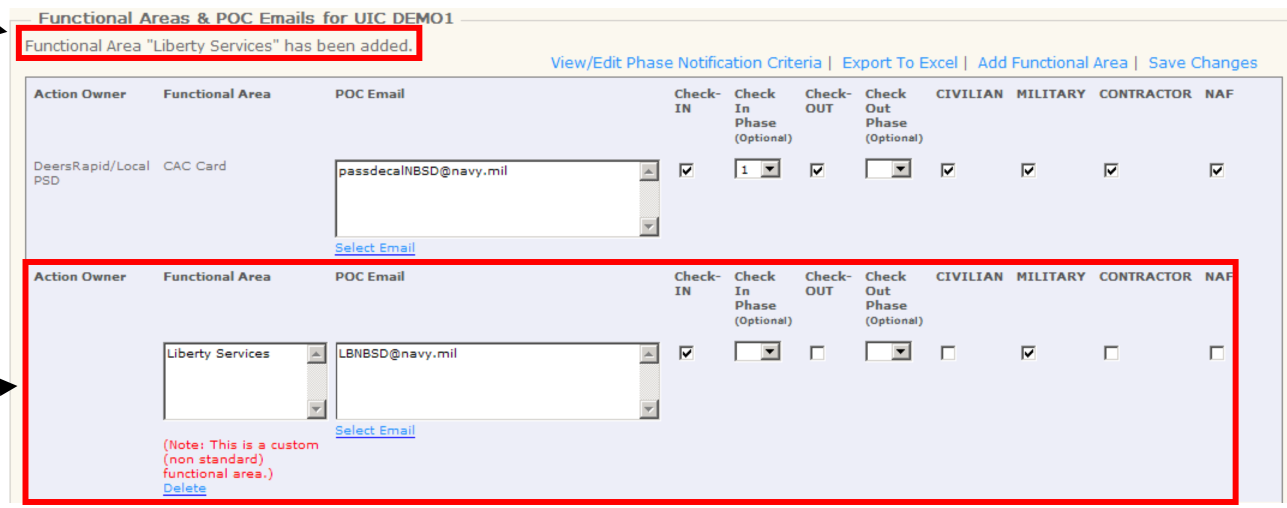
Adding Non-standard Functional Areas

2. Enter the appropriate information for the new functional area.



3. Click the **Add** button.

Feedback will let you know the functional area has been added.



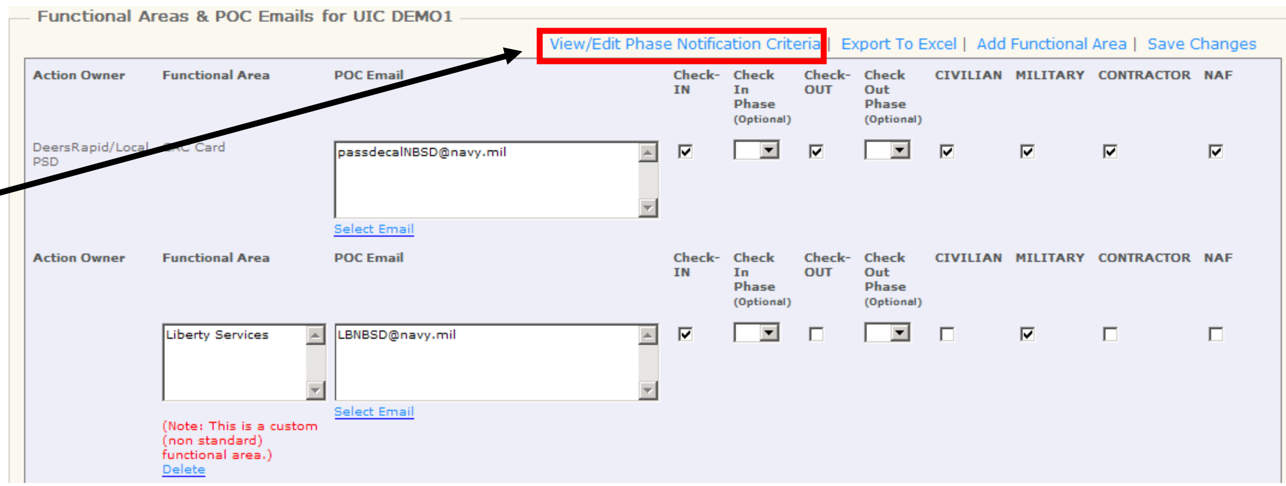
This non-standard functional area will display just like the others. By definition, they will not have an Action Owner. You also have the ability to delete this functional area from the routing sheet.

Defining the Phasing of a Routing Sheet

In some cases, you may want email notifications sent out in phases to the various POCs of your routing sheet. These phases are defined by the number of days before or after a check in or check out date. After these phases are defined then you will be able to add phasing to any functional area within the routing sheet. You can define up to ten different phases, each identified by a phase number.

To define the phasing for a routing sheet:

1. Click the **View/Edit Phase Notification Criteria** link.



Defining the Phasing of a Routing Sheet

A new window opens that allows you to define, for each phase, the number of days before or after the POC will be notified of an employee check in or check out.

2. Select either the **Manage Check In Phasing** or **Manage Check Out Phasing** link.

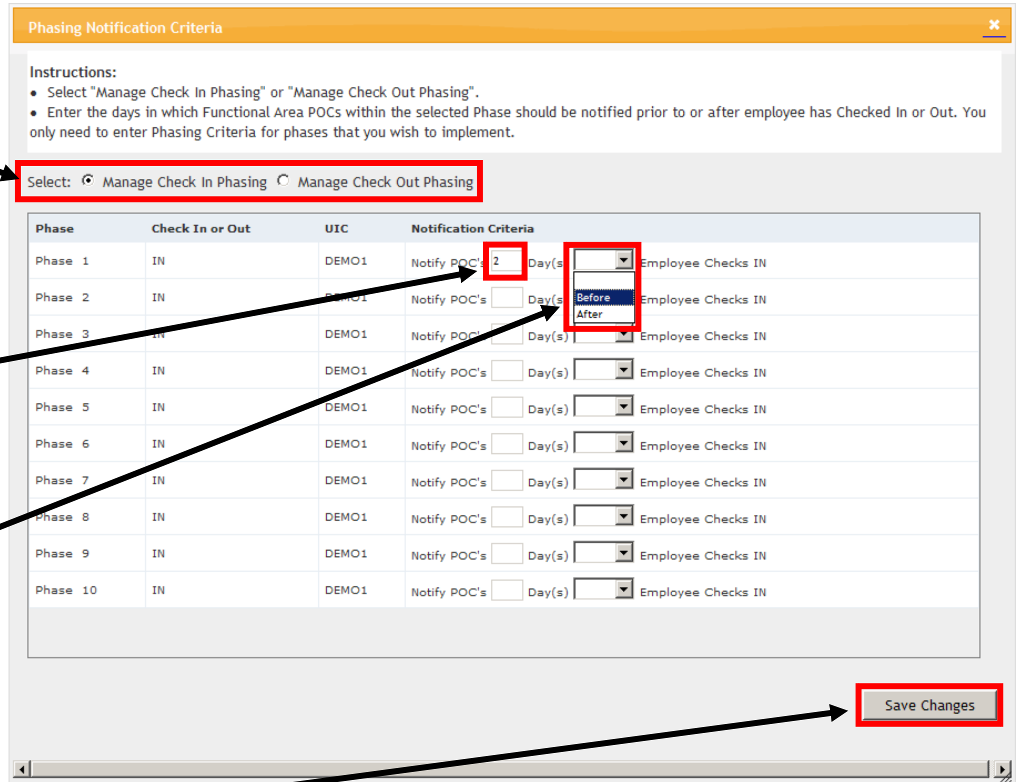
We will choose 'Manage Check In Phasing' for this example. The 'Manage Check Out Phasing' works the same way.

3. Enter the number of days for Phase 1.

4. Select whether the number of days chosen corresponds to before or after the employee checks in.

5. Repeat steps 3-4, as needed, to define the phasing for Phases 2-10.

6. Click **Save Changes**.



Applying Phasing to a Routing Sheet

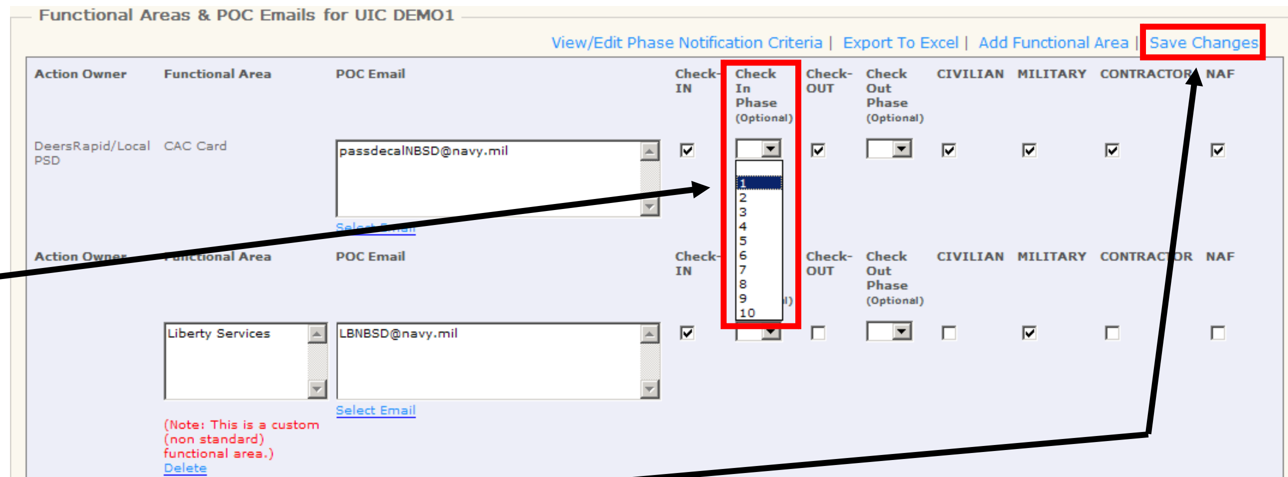
For the functional area(s) that require phasing, simple choose the phasing number defined earlier either for the Check In process and/or the Check Out process.

To apply the phasing to a routing sheet:

1. For the selected functional area, select the appropriate phasing number for the Check In Phase and/or the Check Out Phase.

2. Repeat step 1 for other functional areas requiring phasing.

3. Click the **Save Changes** link.



Exporting a Routing Sheet

TWMS allows you to export a list of functional areas for easy viewing. Only those functional areas currently selected will be exported.

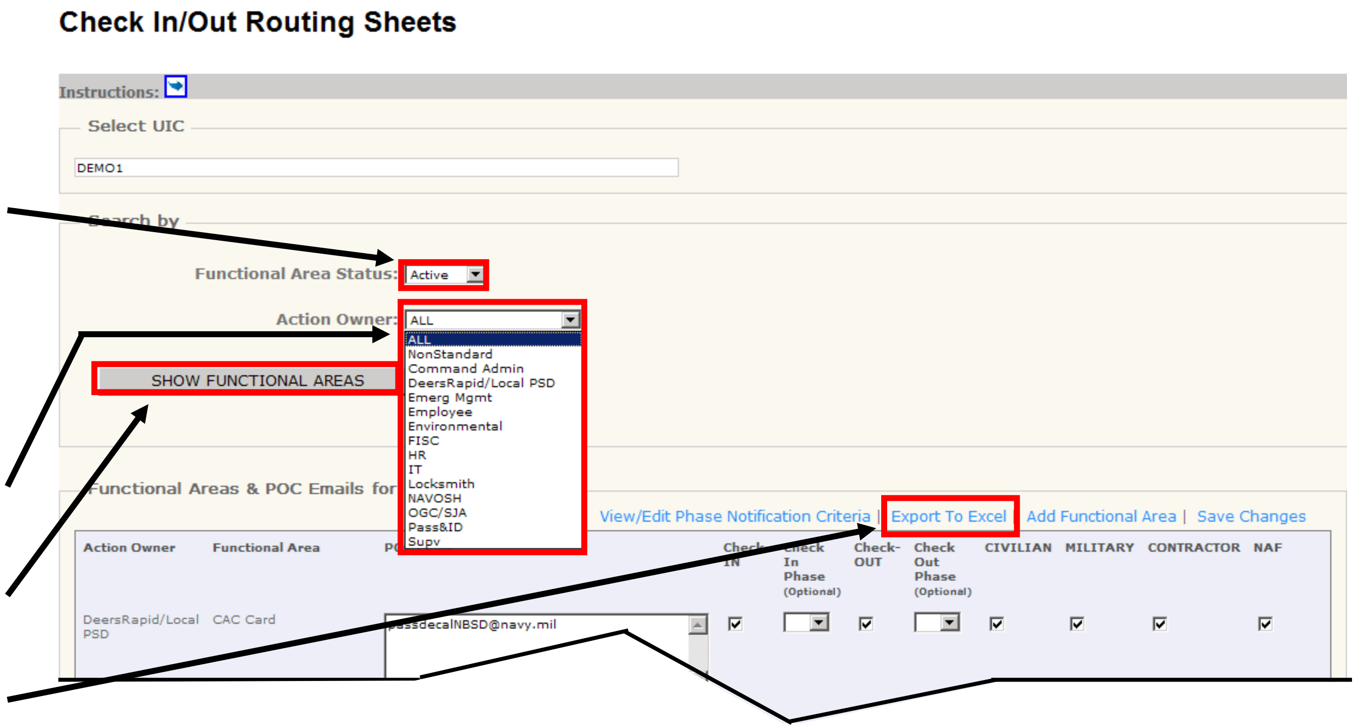
To export a list of functional areas:

1. Select the appropriate status to view the list of Functional Areas you want to export.

2. To view only the Functional Areas corresponding to a specific Action Owner, select one from the drop down.

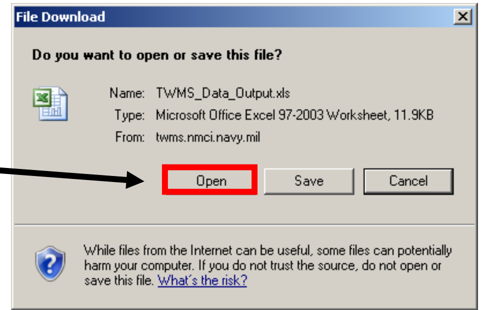
3. Click the **SHOW FUNCTIONAL AREAS** button.

4. Click the **Export to Excel** link.



Exporting a Routing Sheet

5. Click **Open** at the dialog box.



Displayed here is the Excel output of every active functional area for the selected UIC. For each functional area, the worksheet displays the email address of the POC. A"Yes" displayed in the Check_In or Check_Out columns denote that this functional area is used for both checking in and checking out employees. A "No" indicates this functional area is not used. Similarly, the "Yes" displayed in the remaining columns denote

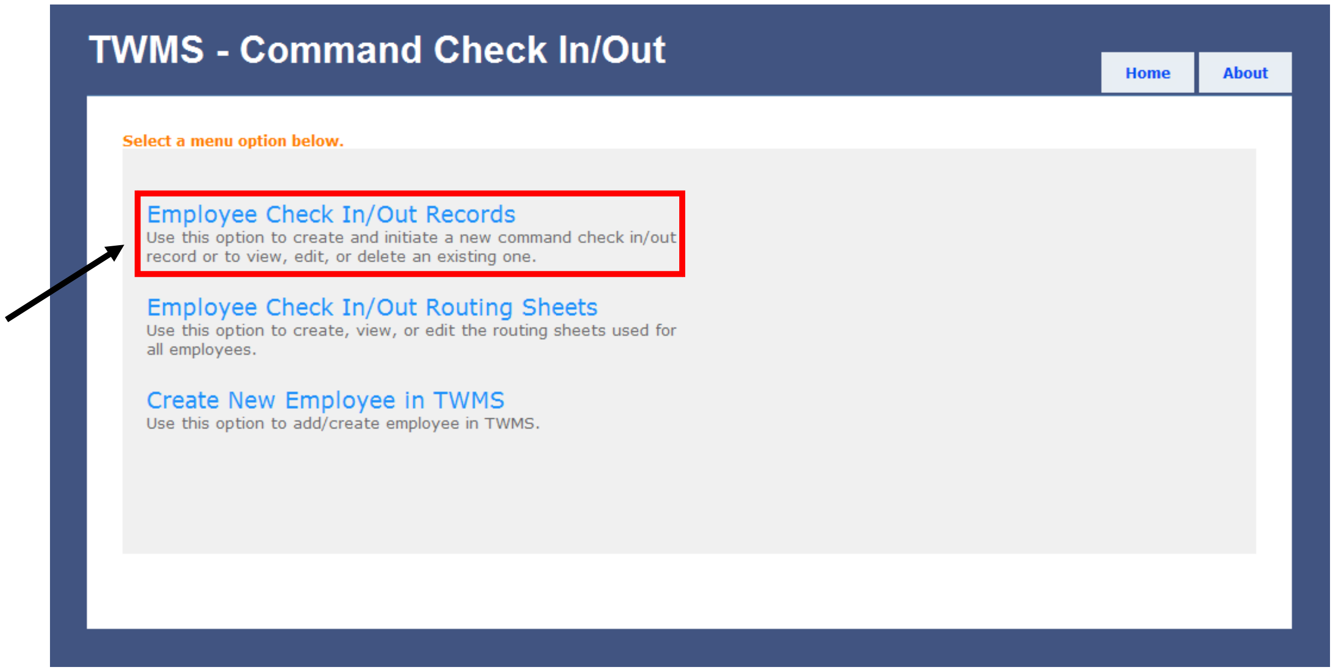
	A	B	C	D	E	F	G	H	I
1	Functional Areas For UIC: DEMO1								
2	** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **								
3	** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **								
4	UIC	Functional_Area	POC_Email	Check_In	Check_Out	Civilian	Military	Contractor	NAF
5	DEMO1	CAC Card	passdecalNBSD@navy.mil	Yes	Yes	Yes	Yes	Yes	Yes
6	DEMO1	Liberty Services	LBNBSD@navy.mil	Yes	No	No	Yes	No	No

Creating a Check In/Out Record

After a routing sheet has been created for a UIC you can then create Check In and Check Out records for employees within your scope. All Check In and Check Out records will use the routing sheet that corresponds to the employee's UIC.

To create a Check In/Out record for an employee:

1. Click the **Employee Check In/Out Records** link from the Check In/Out Main Window.



Creating a Check In/Out Record

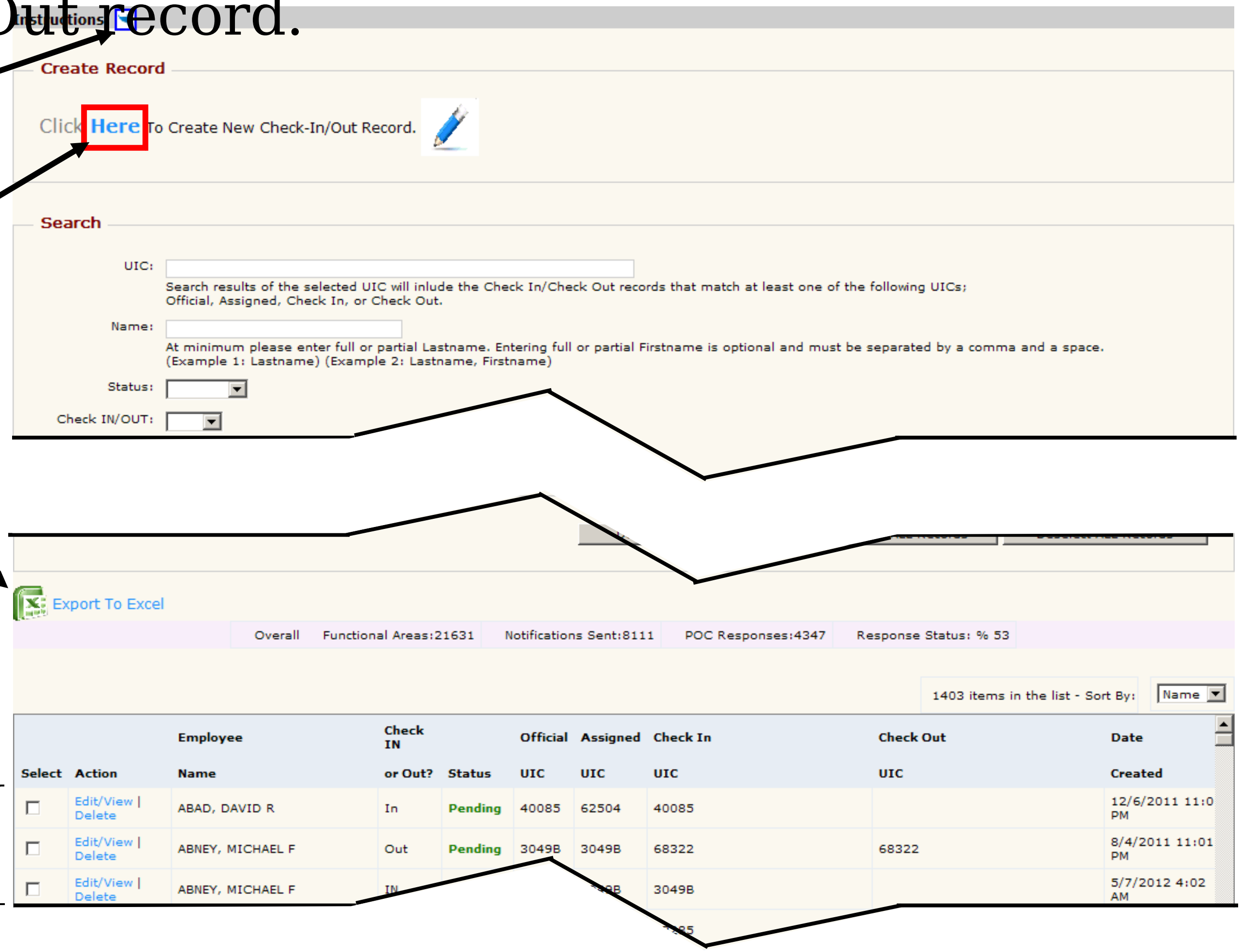
By default, all pending Check In/Out records already created for employee’s within your scope will be displayed here. You can search for, edit, view, or delete any of these records or you can create a new Check In/Out record.

Click here to expand/collapse the instructions for this page.

2. Click the link to create a new Check-In/Out record.

Click this link to export the list of currently displayed records.

The list of existing Check In and Check Out records are displayed here.



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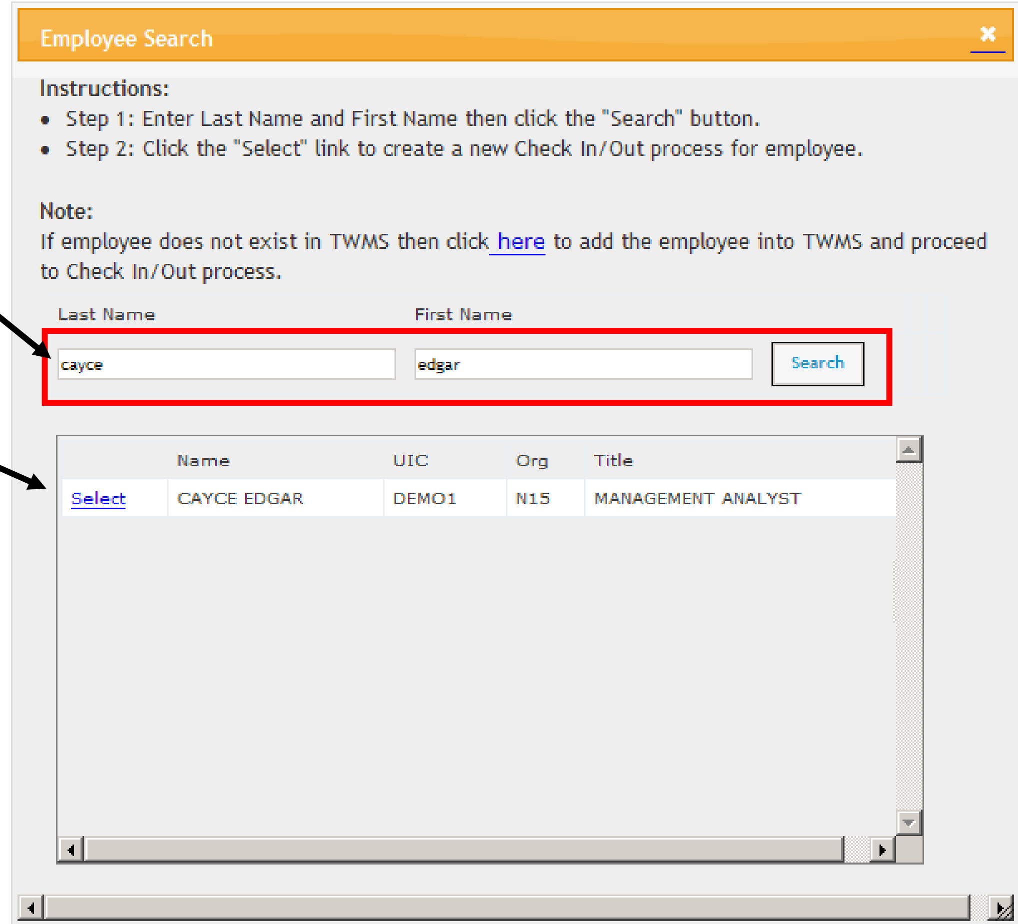
Creating a Check In/Out Record

3. Enter the Last Name and the First Name of the employee and then click the **Search** button.

4. Click the **Select** link next to the employee's name.

Note: If the employee is not found then you have the option to add the employee to TWMS. Click the ***here*** *link, select the employee type, complete all the fields on the resulting form, and then click the* ***Create*** *button. You will now be able to create the employee's check in/out record. Refer to the ... e.*



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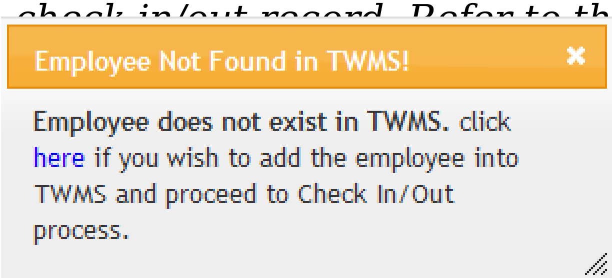
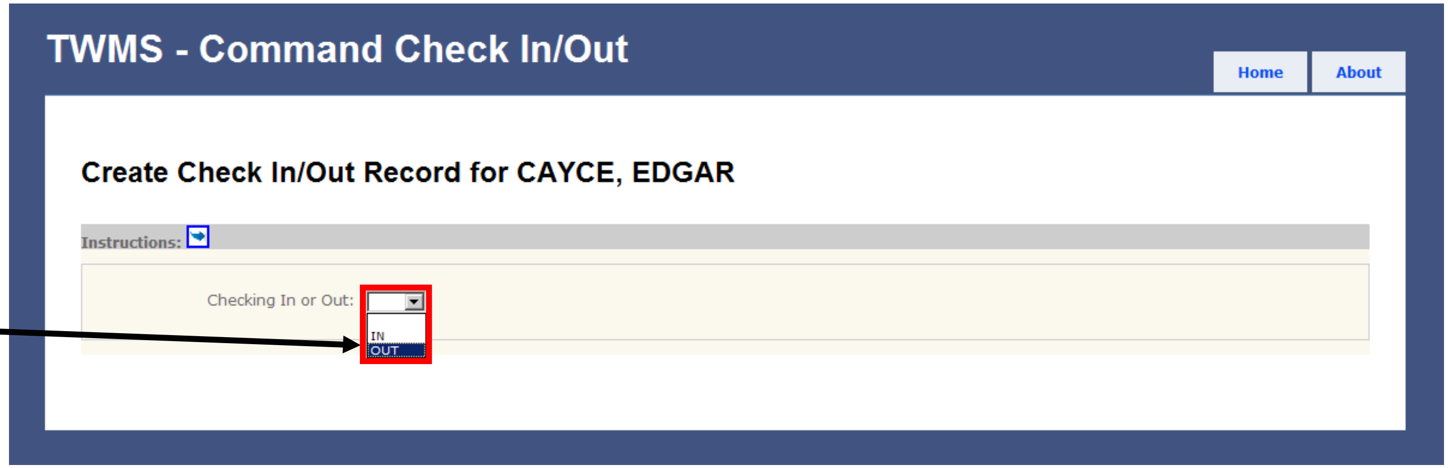


Creating a Check In/Out Record

5. Select whether this is a check in record or a check out record. The form to complete and what is required on that form will be different according to what is selected.

Note: Except for the fields to complete, the steps for creating a Check In record are identical to the steps shown here for a Check Out record.



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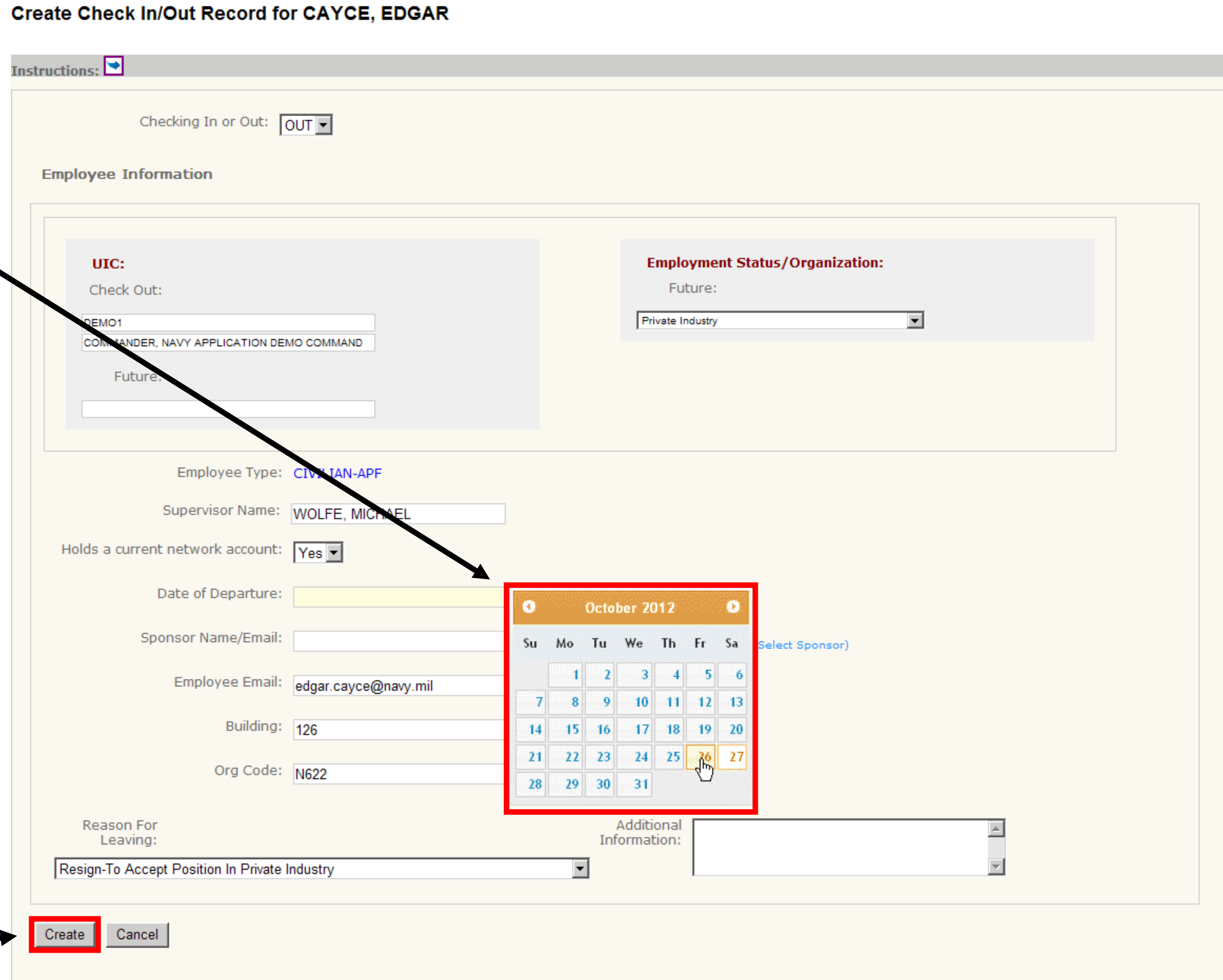
Creating a Check In/Out Record

Only the fields displayed in yellow are required to create this Check Out record.

6. Complete the remainder of the form as required for your command.

7. Click the **Create** button.



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Creating a Check In/Out Record

The Check Out record is now displayed and is divided into three tabs. The first tab, “Check In/Out”, is the default view and is shown below.

The three tabs are available here.

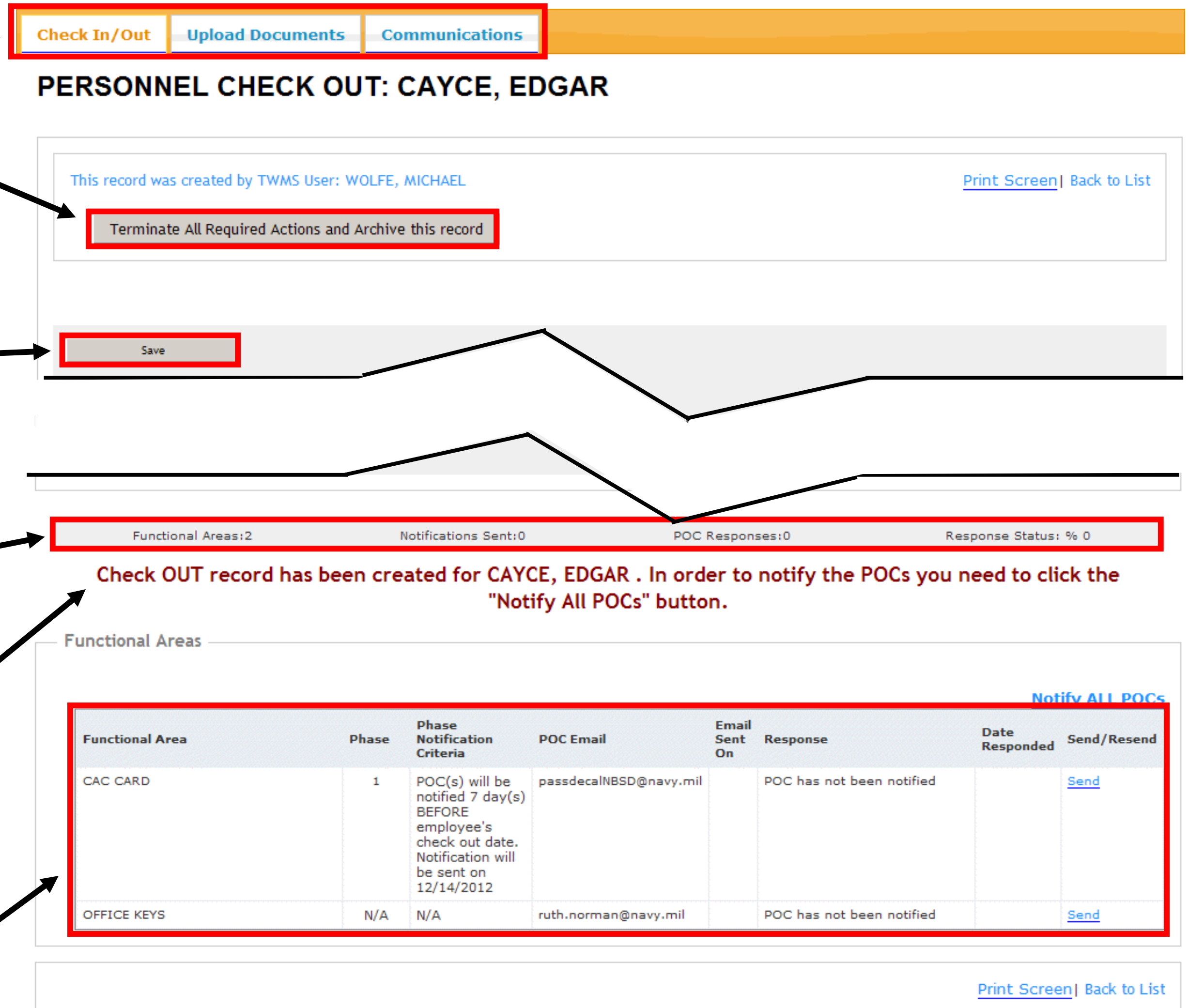
Click here if you want to archive this record.

Click the Save button if you make any changes to this Check Out record.

Information here will track the sent notifications, corresponding responses, and overall percentages.

Feedback will let you know the check out record has been created.

Listed here are all the functional areas for this Check Out record that correspond to the employee’s UIC and their employee type



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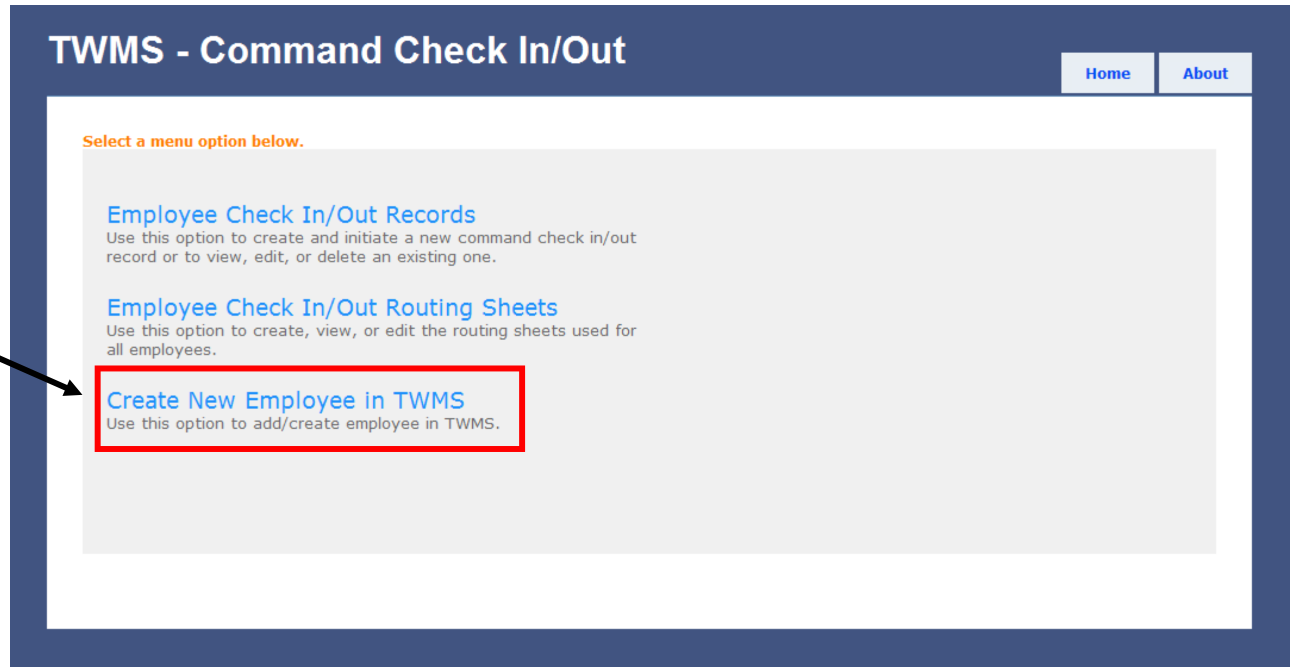
Creating a New Employee Record

You can create a new employee record in TWMS if the employee has not yet flowed in from a Program of Record (POR).

To create a new employee record in TWMS:

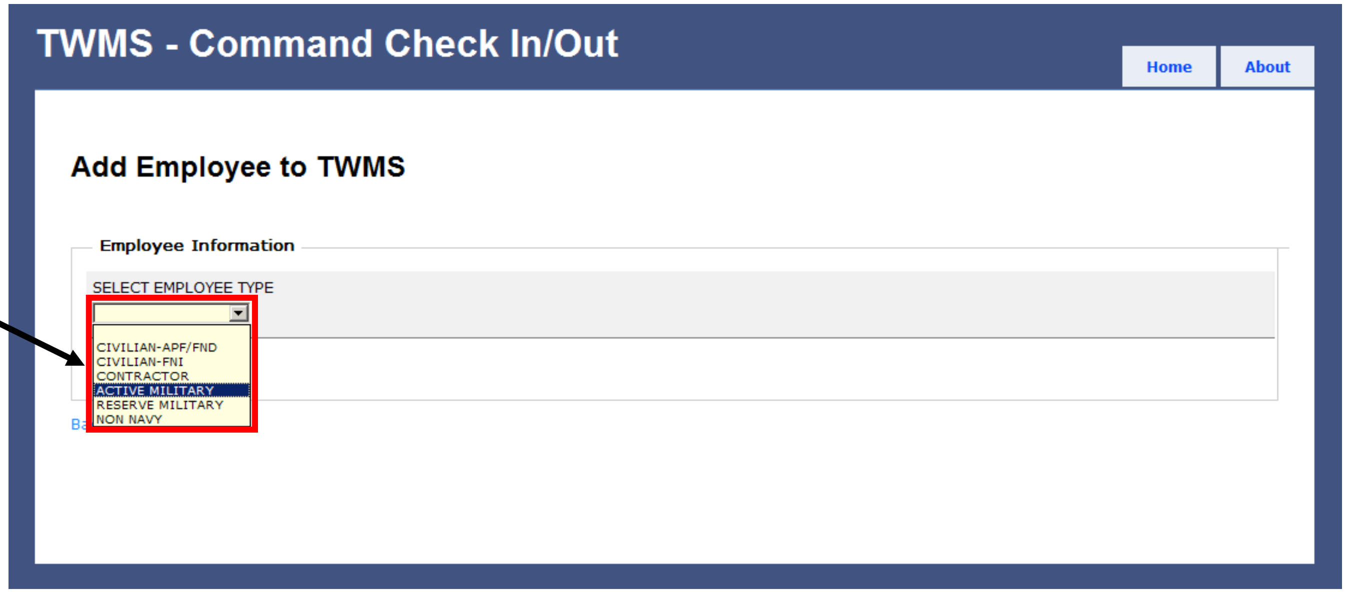
1. Click the **Create New Employee in TWMS** link from the Check In/Out Main Window.



Creating a New Employee Record

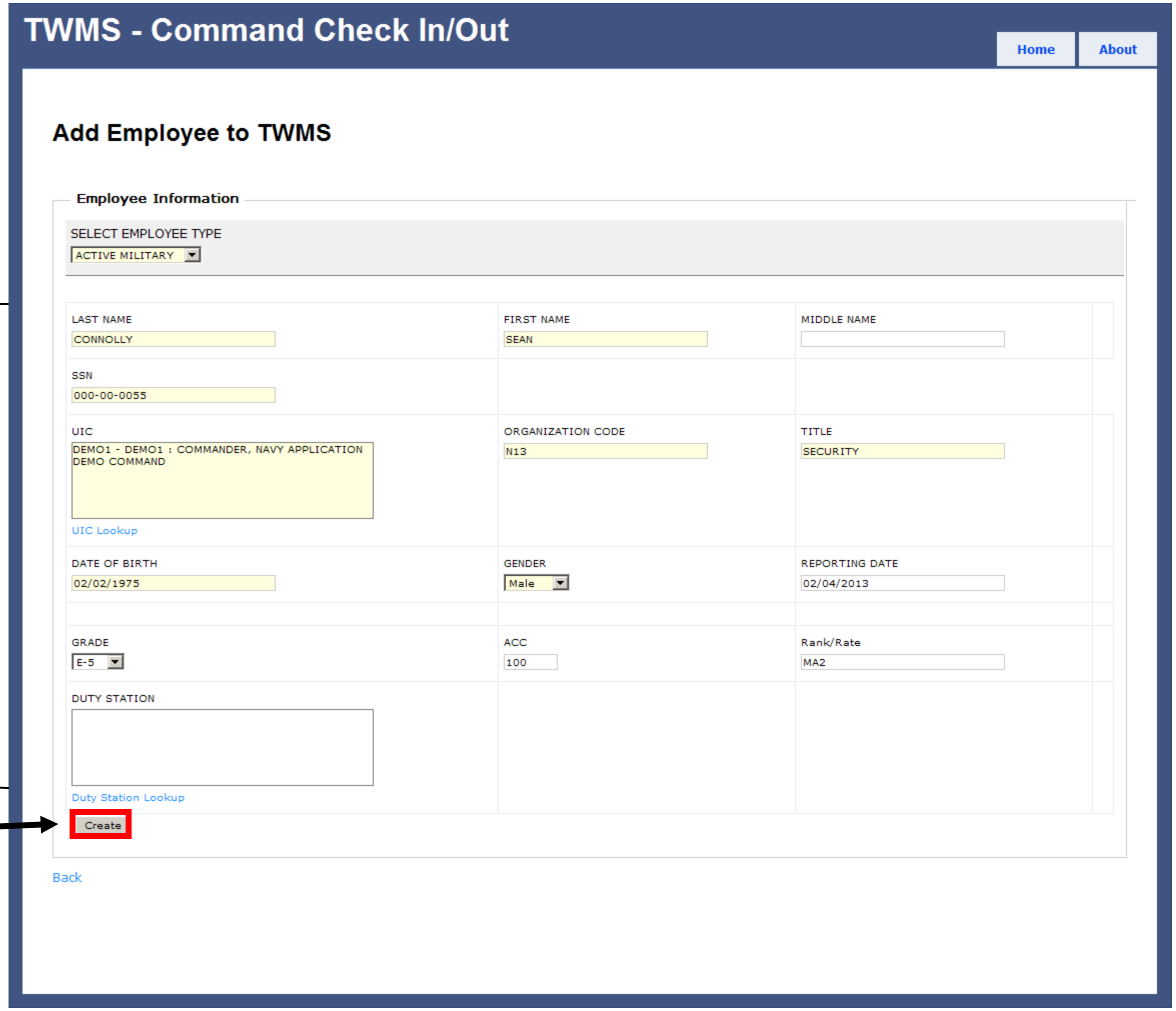
You are able to create an employee record for any type of employee that you require to be checked in using TWMS.

2. Select the employee type of this new record.



Creating a New Employee Record

A duplicate record will not be created once TWMS receives the employee information from the appropriate POR.



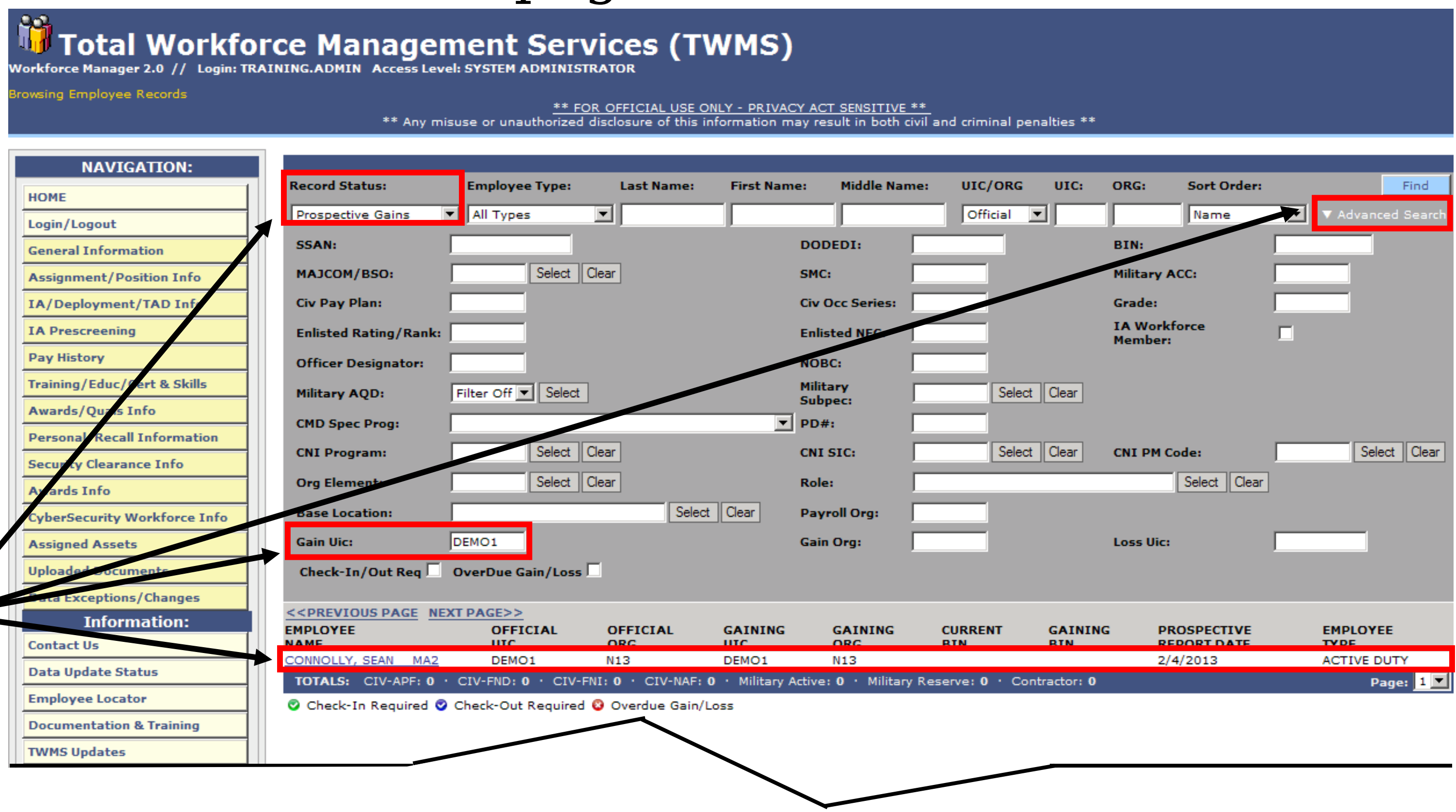
2. Complete the resulting form. All fields in yellow are required to create the employee record.

3. Click **Create**.

Creating a New Employee Record

If the reporting date of the employee is in the future then the new employee record will have the “Prospective Gain” record status. If the reporting date of the employee is in the past then the new employee record will have the “Active-On Board” record status. Regardless of the status, the record will be available in other areas of TWMS such as the Home page.

Finding records using the “Prospective Gains” record status will display the newly created employee record. Clicking Advance Search and entering a Gain UIC will further filter your Prospective Gains.

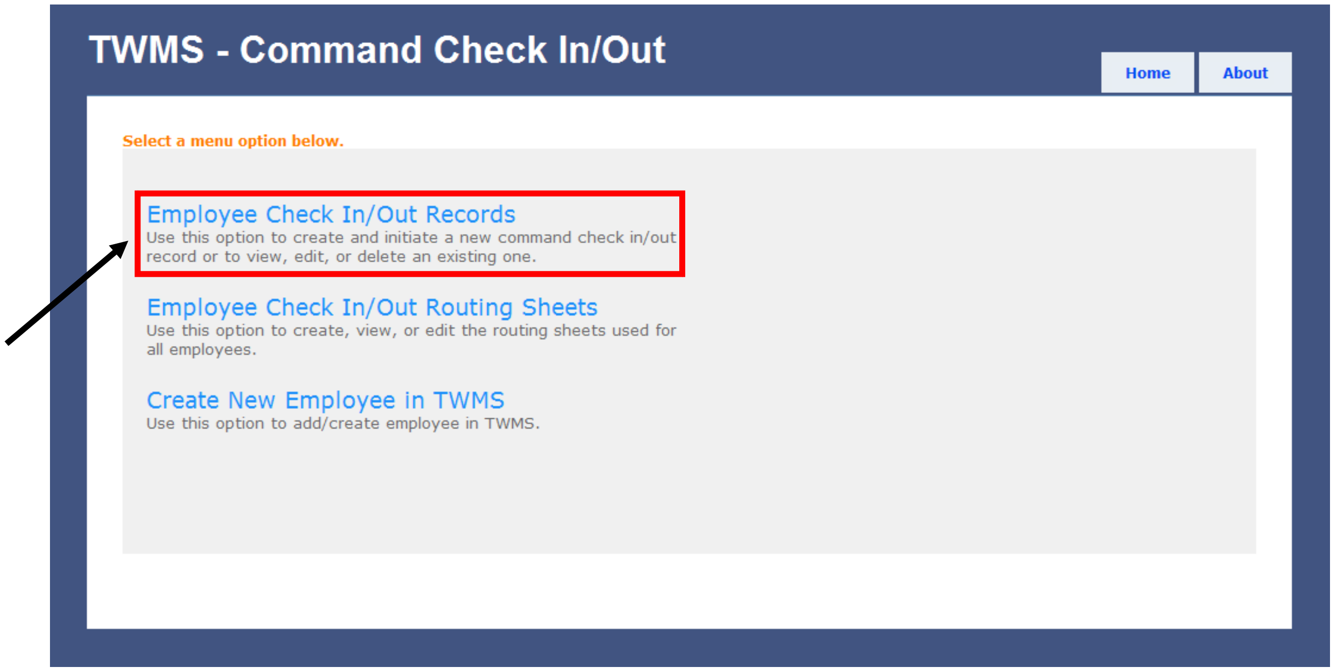


Searching for Check In/Out Records

You can search for all existing Check In and Check Out records for employees within your scope.

To search for and view an existing Check In/Out record for an employee:

1. Click the **Employee Check In/Out Records** link from the Check In/Out Main Window.



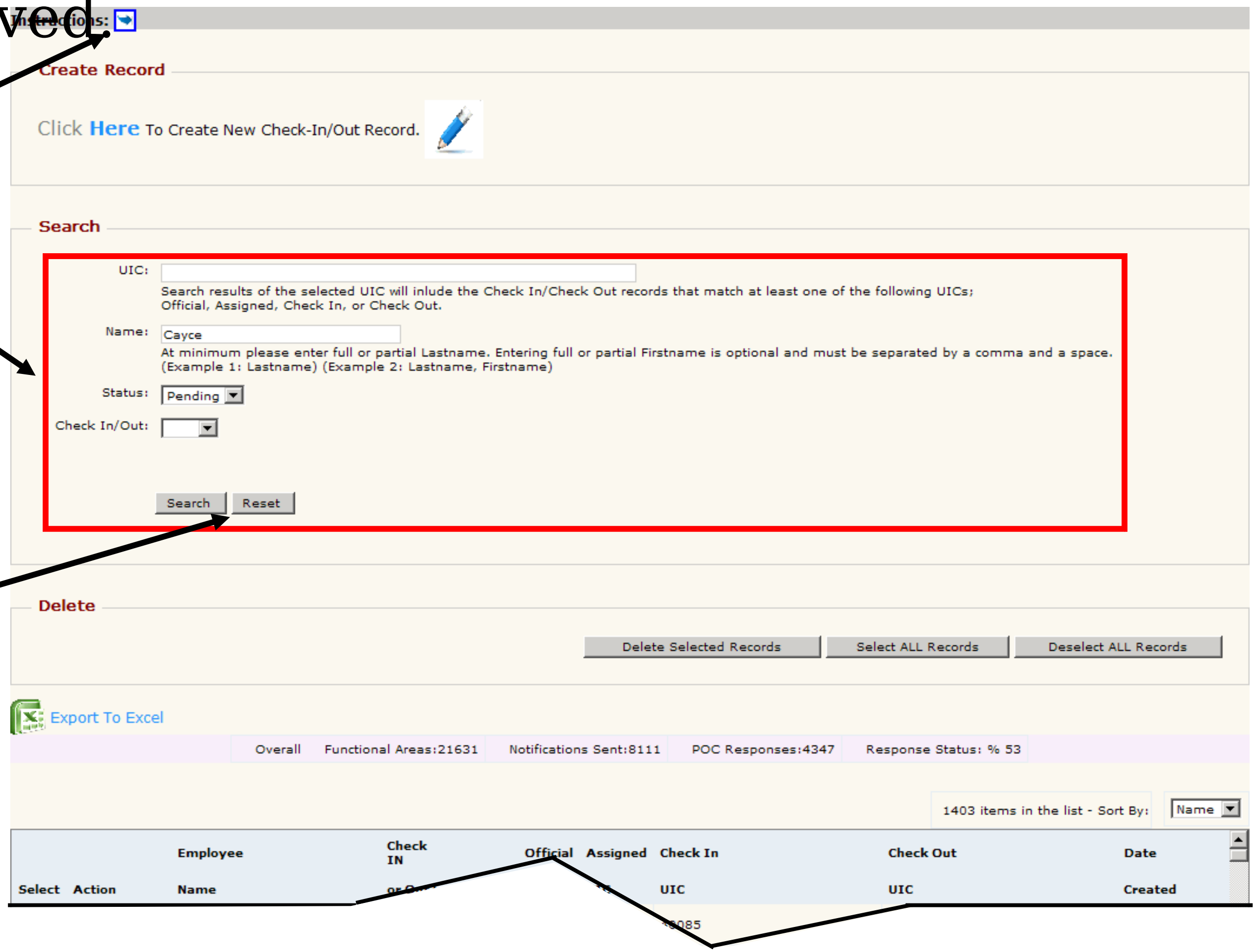
Searching for Check In/Out Records

By default, all existing Check In/Out records within your scope having a "Pending" status will be displayed here. You can search for specific records you are interested in including those that have already been archived.

Click here to expand/collapse the instructions for this page.

2. Enter any search criteria to find the record(s) you want to view and then click **Search**.

Click the Reset button to clear all search criteria.



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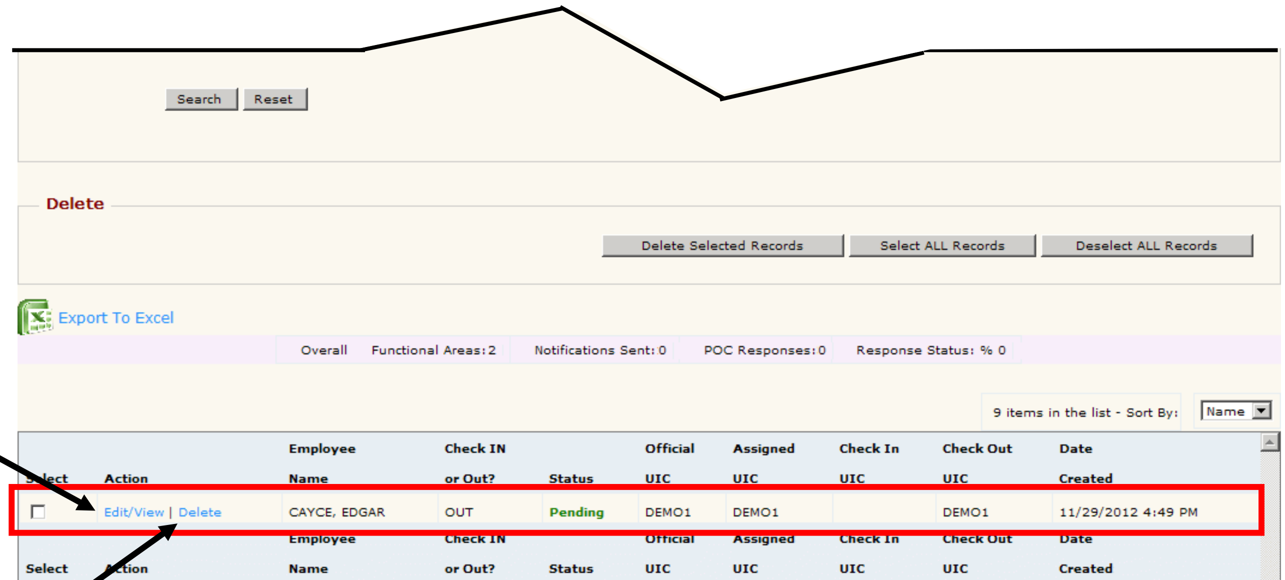
Searching for Check In/Out Records

After selecting the Check In/Out record you want to view, you will be able to edit, upload documents, send notification emails, and attach any notes to it. You can also delete any Check In/Out record.

3. Click the Edit/View link corresponding to the Check In/Out record you want to view.

   You are also able to click the Delete button to delete this Check Out record.



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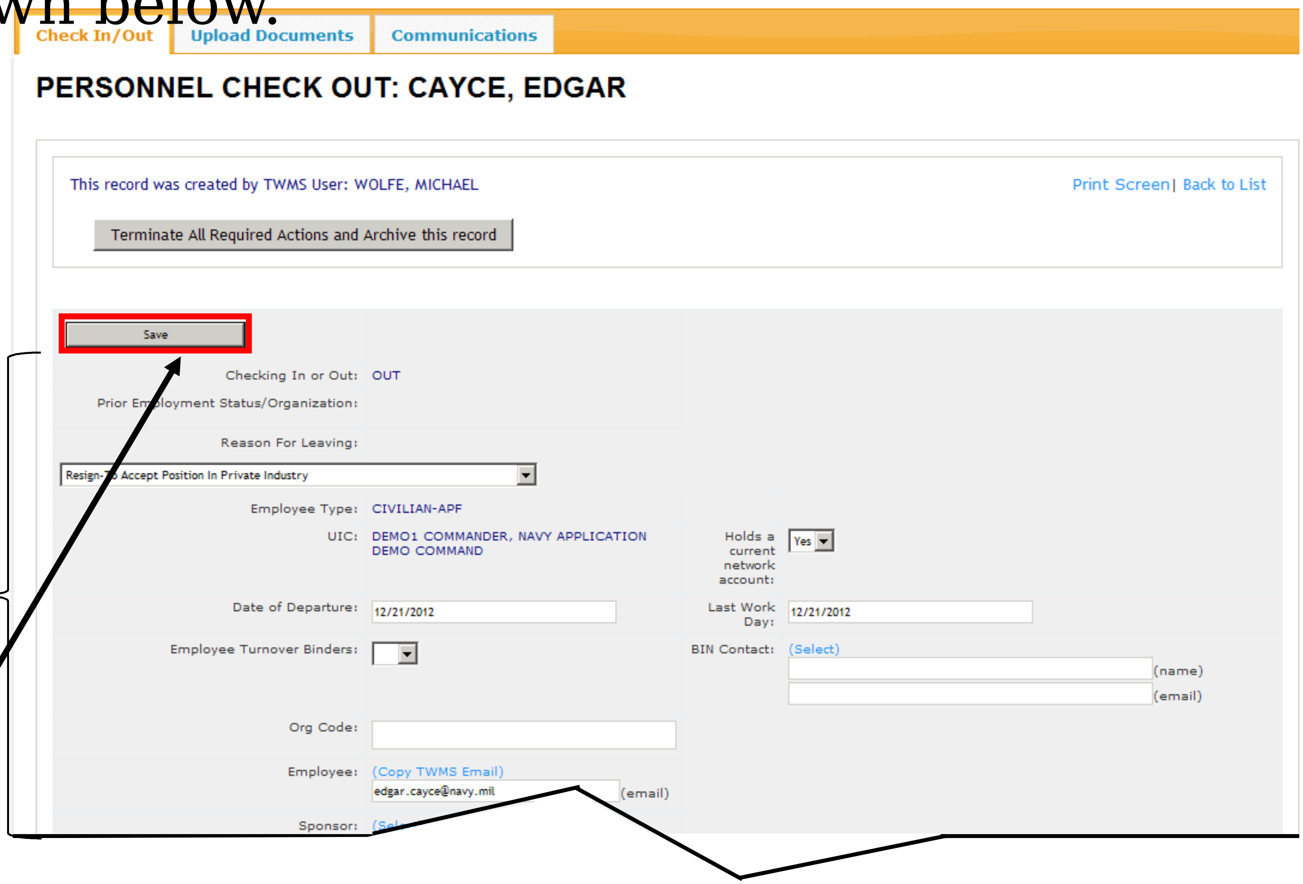
Editing Check In/Out Records

The Check In or Check Out record will open and is divided into three tabs. These tabs will help to both organize the information and communicate changes between the employee, the POCs, and the Check In/Out Coordinator. The first tab, “Check In/Out”, is the default view and is shown below.



To edit a Check In/Out record:

1. Enter or update any information on the record.
2. Click the **Save** button.

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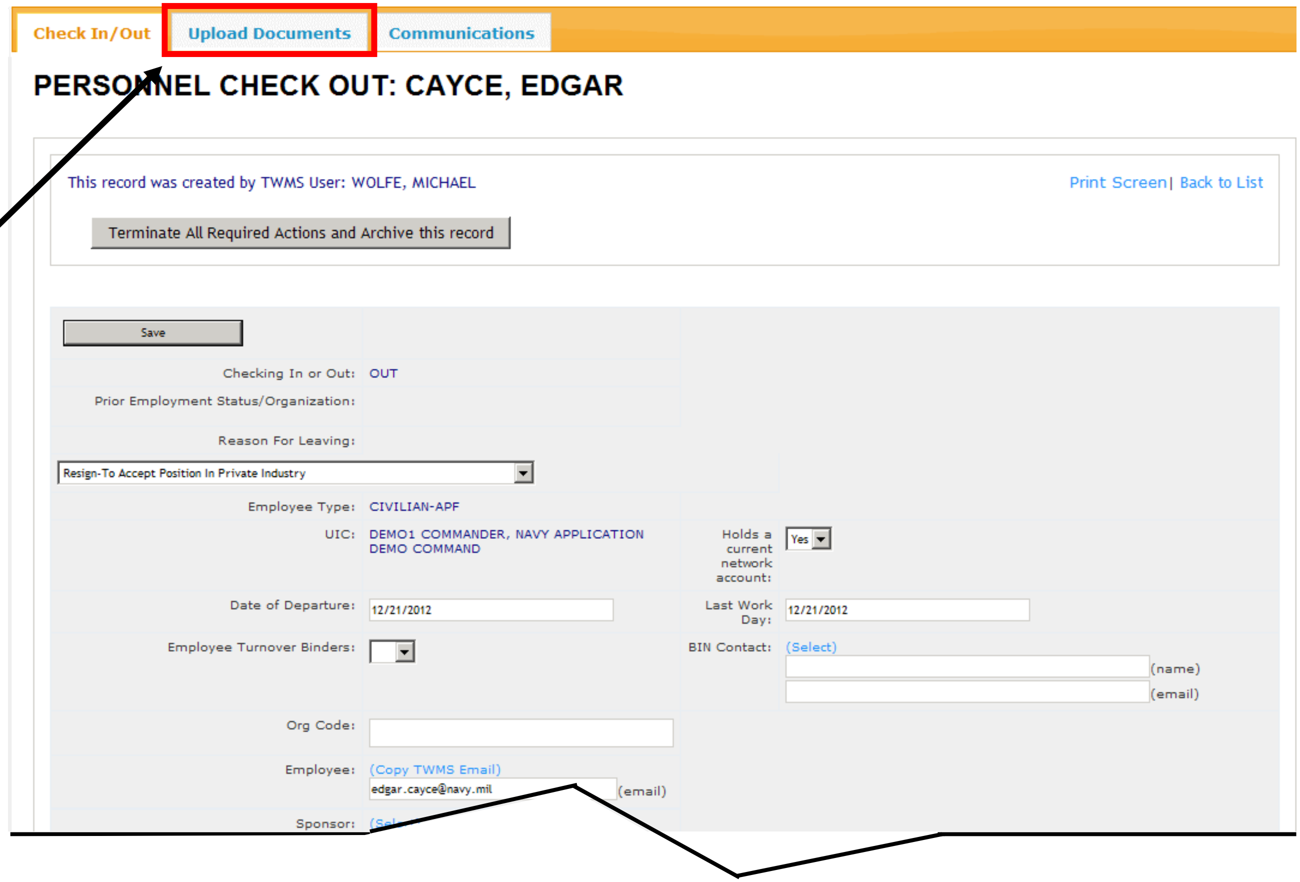
Uploading Documents

All personnel having access to a Check In/Out record will also have the ability to upload a document.

To upload documents linked to a Check In/Out record:

1. Click the **Upload Documents** tab.



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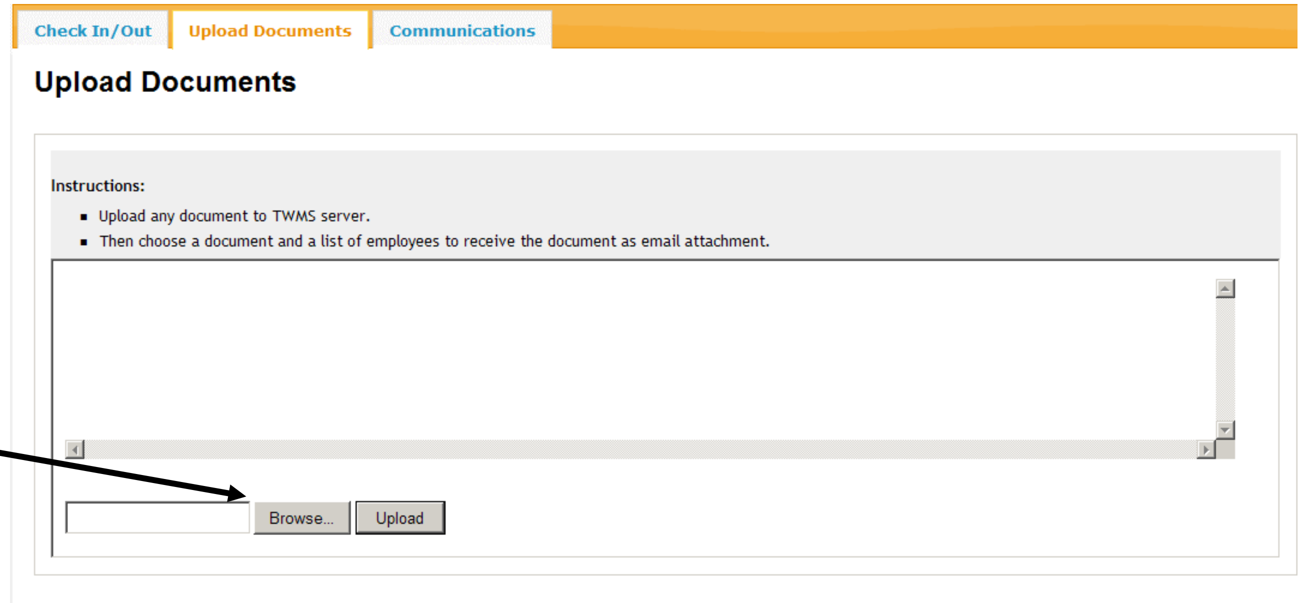
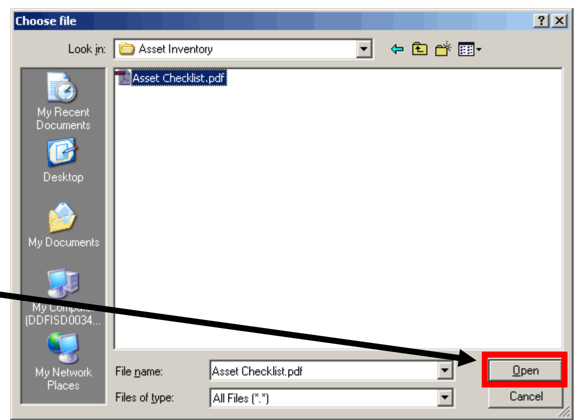
Uploading Documents

Uploading documents will assist the POCs, employee, and the Check In/Out Coordinator to facilitate the check in and check out process.



2. Click the **Browse** button.

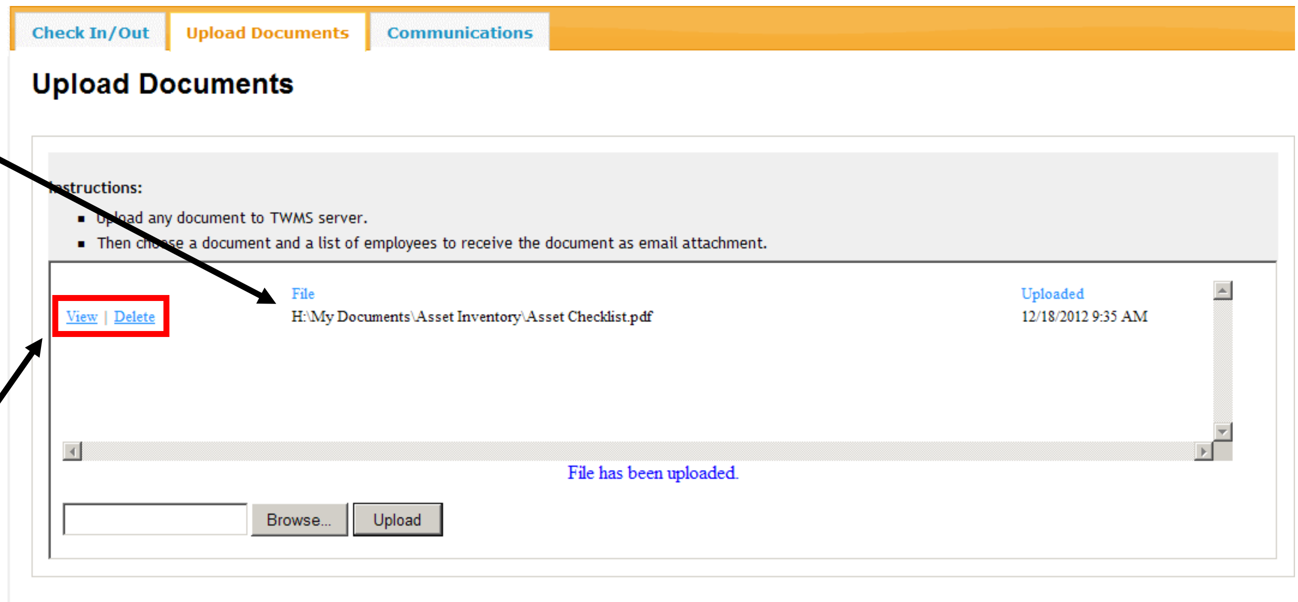


3. Locate the folder and file where the document is located and then click **Open**.

Uploading Documents

After uploading, this document can be opened by anyone having access to the Check In or Check Out record.

4. Click the **Upload** button.



The file has been uploaded.

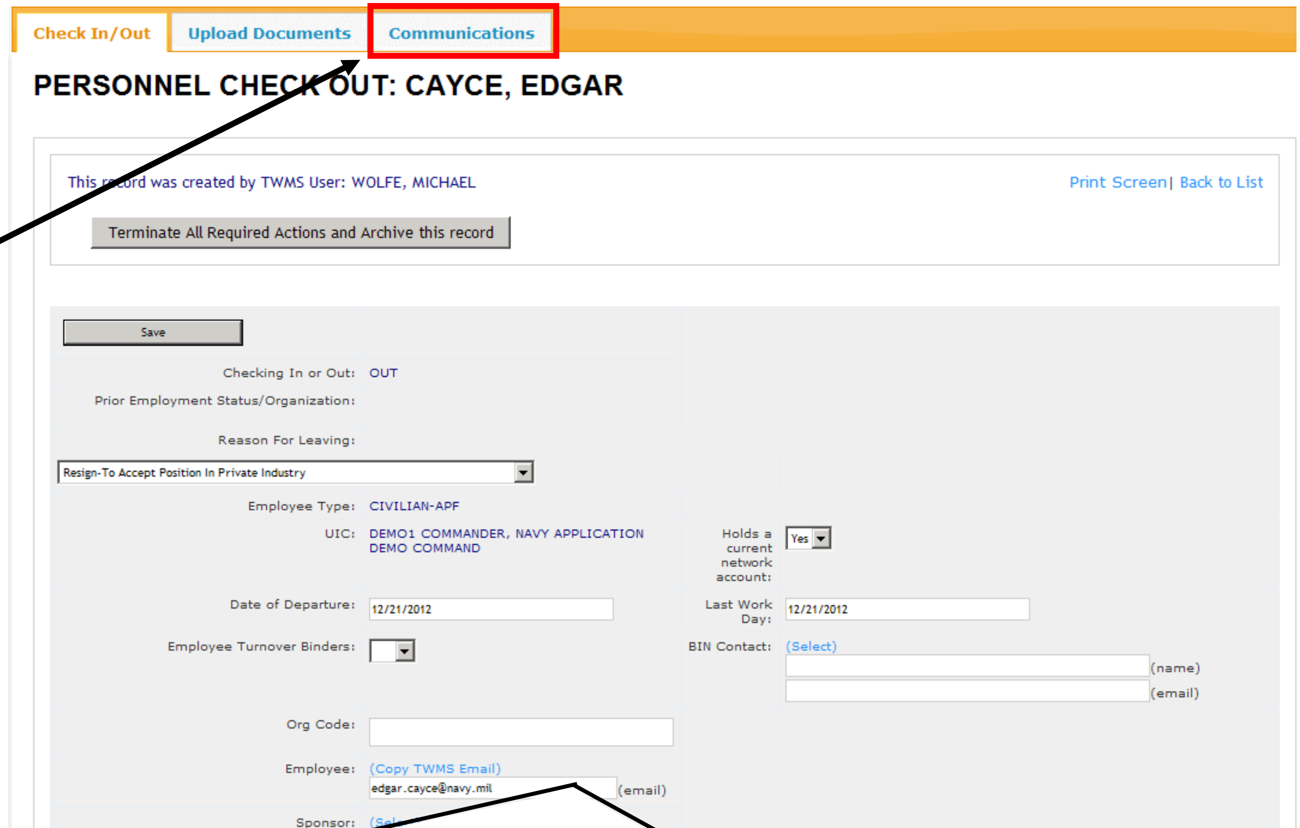
5. Click the **View** or **Delete** button to view or delete the uploaded document. The only person that can delete a document is the one who uploaded it.

Sending Documents and Messages

All personnel having access to a Check In/Out record for an employee will have the ability to send documents and messages to them or to anyone else in TWMS.

To send a document or message linked to a Check In/Out record:

1. Click the **Communications** tab.



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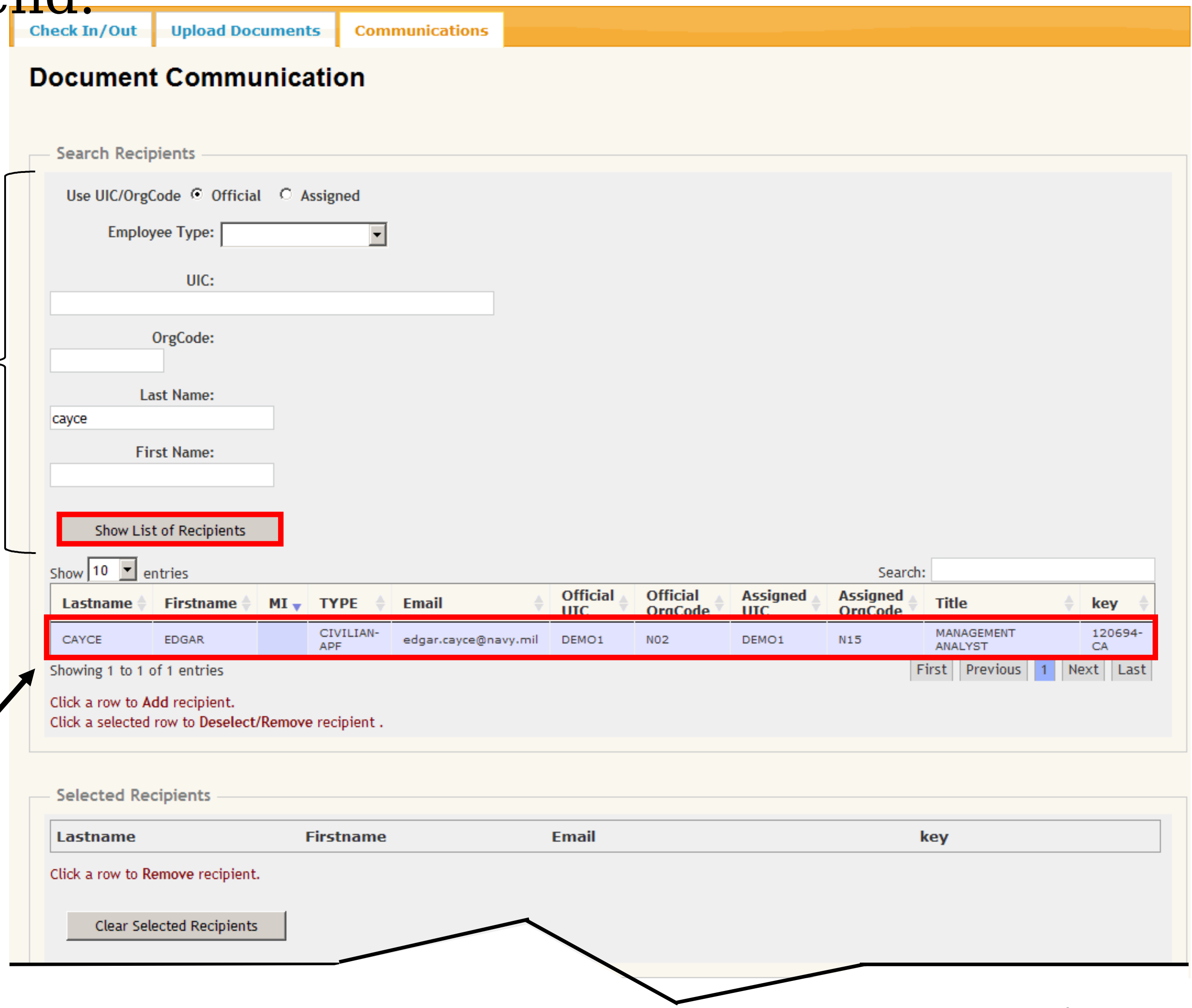
Sending Documents and Messages

The first step is to search for the recipients of the document or message you want to send.

2. Enter any search criteria and then click the **Show List of Recipients** button.

   In these steps we will send a document and a message to the employee of this Check Out record.

3. Select the row of the name from the resulting search list to add it to the list of recipients.



Sending Documents and Messages

After you have searched for and selected your recipients then you can send any previously uploaded documents and/or a message.

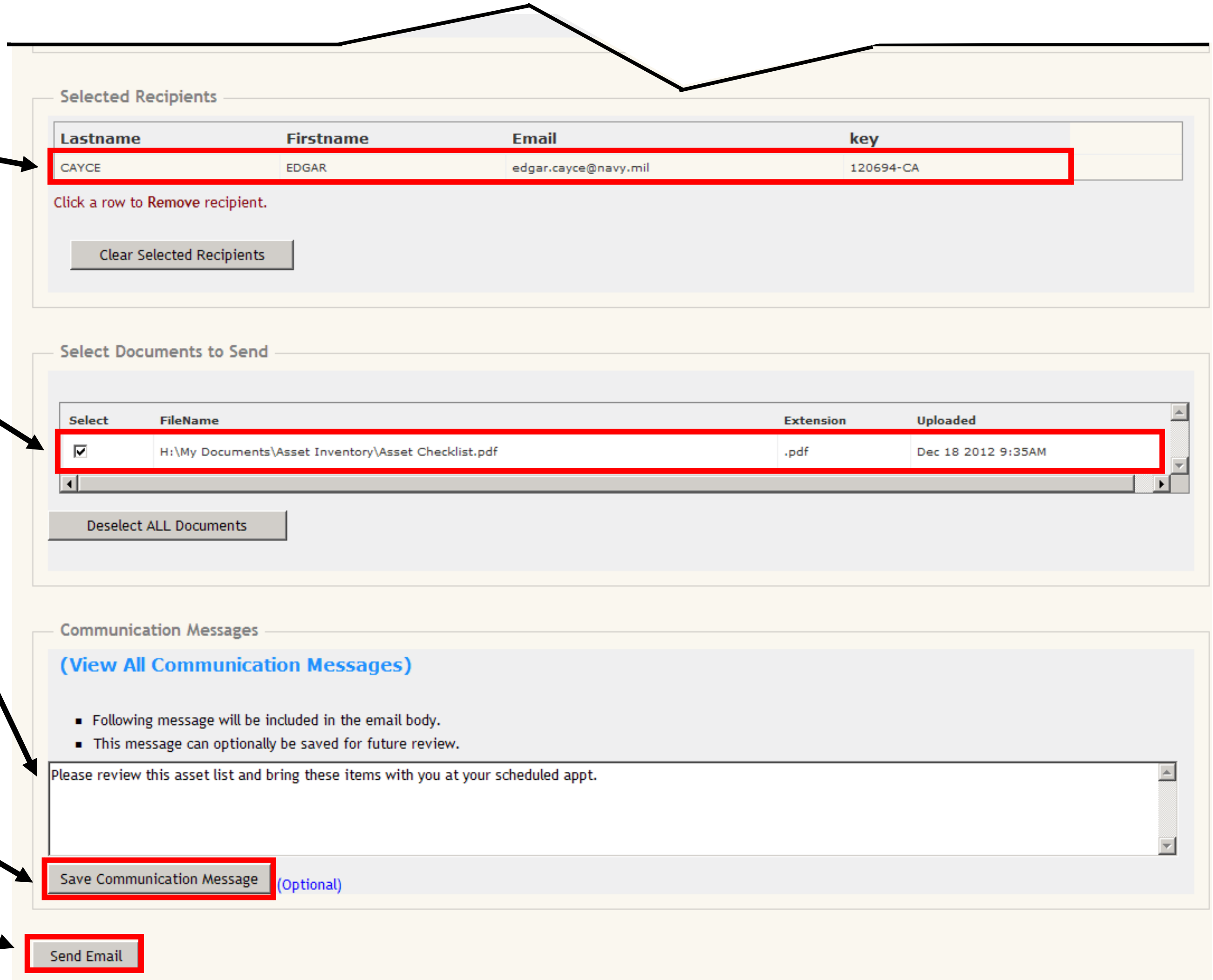
The selected employee now appears on the list of recipients.

4. If you want to send a document then select them from the list of documents that have already been uploaded.

5. If you want to send a message then write it in the text field.

6. If you want to save this message as part of the communication history of this Check Out record then click the **Save Communication Message** button.

7. Click the **Send Email**



Notifying POCs

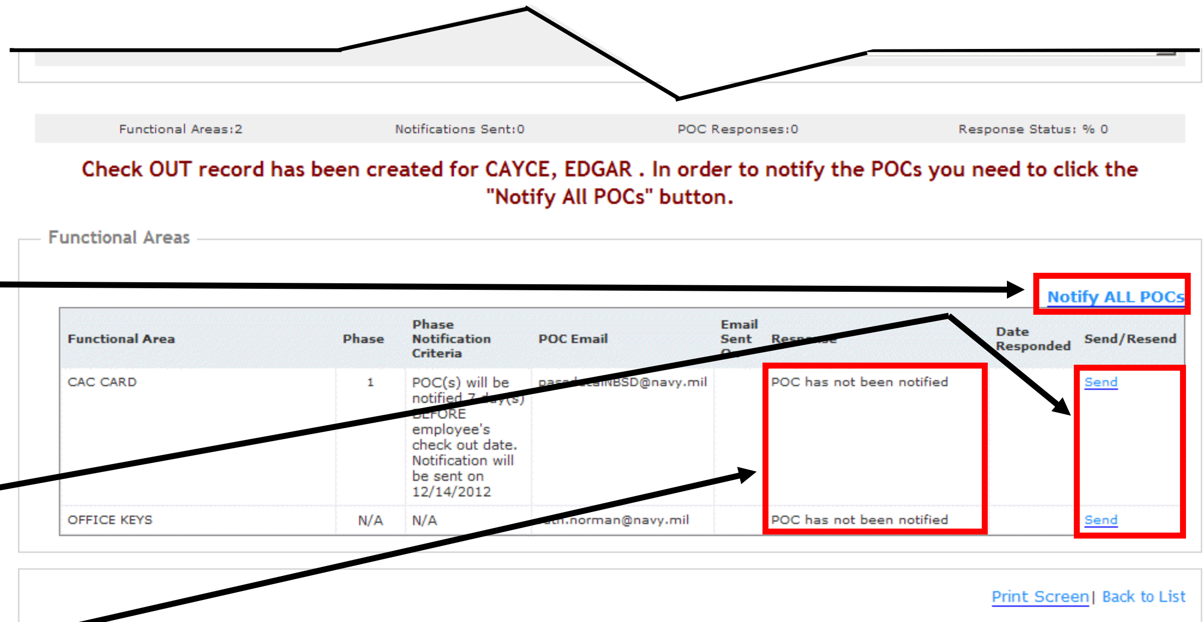
After you have selected and opened a Check In/Out record you will be able to notify the appropriate POCs.

To notify POCs of a Check In/Out record:

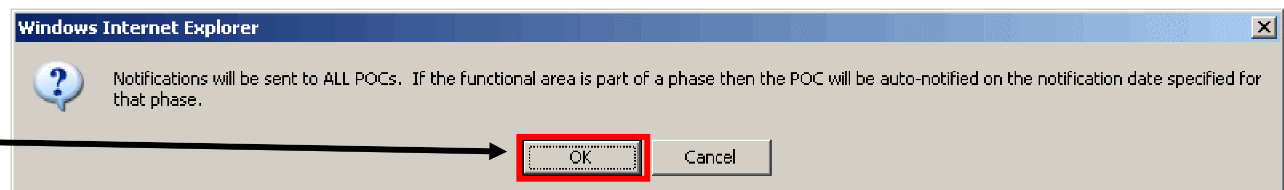
1. Click the **Notify All POCs** link. This will send an email to those POCs who have NOT already been notified.

Note: You can also notify an individual POC by clicking the "Send" link corresponding to that functional area.

The POCs listed here have not yet been notified for this check out record.



2. Click **OK.**



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Notifying POCs

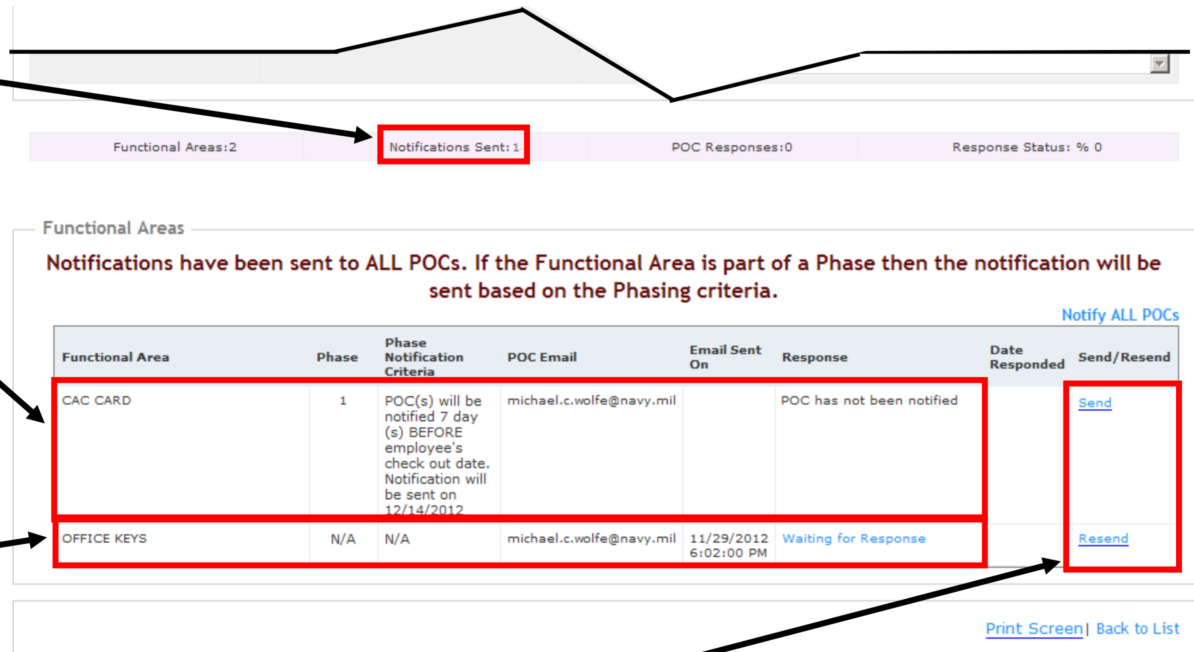
For those functional areas where a phasing criteria has been set, those POCs will not be evaluated until TWMS' nightly process determines whether an email needs to be sent.

The number of notifications sent is tracked here.

The POC for this functional area will not be notified until TWMS evaluates whether or not to send an email based upon its phasing.

The POC for this functional area was immediately notified because there was no phasing associated with it.

The "Send" and "Resend" links will immediately send an email to the POC regardless of any associated phasing.



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Responding to Email Notifications

If you are a POC for a functional area then you will receive email notifications from TWMS when an employee checks in, checks out, or both. You do not need a TWMS account to review the check in or check out record. All emails will include a link that will open the corresponding check in or check out record. After the record is open you will be able to review it and provide the status for your part in the routing chain.

To respond to a check in/out record from an email notification:

1. Click the link in the email you receive from TWMS.

From: twmsnotificationservice@navy.mil Sent: Thu 10/4/2012 10:48 PM
To: Norman, Ruth CIV, N14
Cc:
Subject: EMPLOYEE CHECK- OUT / (Functional Area: Office Keys)

This e-mail serves as notification of an employee separation action in process. The employee named below will be separating from your Command on the date noted.

Employee Name: CAYCE, EDGAR

Supervisor Name: GERMANICUS, TIBERIUS

Supervisor Phone: 619-532-0000

Employee Category: CIVILIAN-APF

Check Out Command: DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND

Check Out Org: N622

Separation Date: 10/26/2012

Last Work Day:

Separation Reason: Resign-To Accept Position In Private Industry

Action Required: Please follow the link below to acknowledge receipt of this notification. Use the space provided to indicate whether or not the separating employee is cleared from your office. The employee may need to return an item checked out from your Program's area of responsibility or may need to complete close-out documentation/actions. A separating employee is not considered "cleared" until all necessary actions are completed

Please do not respond to this e-mail. If you have questions regarding this action, please contact the separating employee's supervisor or your designated Installation TWMS Coordinator located in your local Command/Admin Office.

Click here to review the worksheet <https://twms.nmci.navy.mil/Employee_CheckInCheckOut/CheckInOut.mvc/EmailStatus/?id=155012>

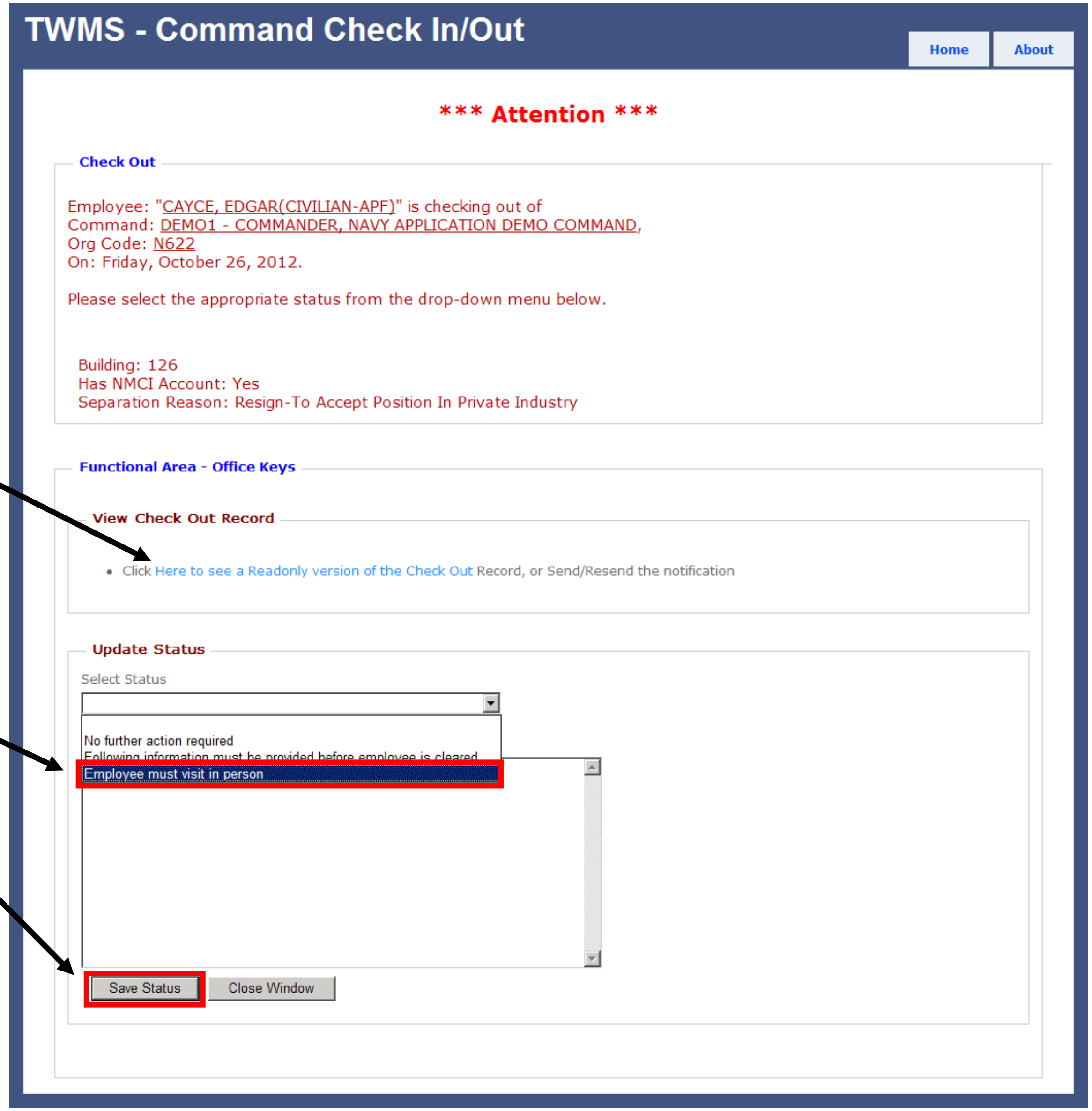
Responding to Email Notifications

Click this link if you want to open a read-only version of this check out record.

2. Select a status for this functional area related to the check out of this employee. You can also add any notes as needed in the available text box.

3. Click the **Save Status** button.

Note: If you aren't ready to select a status then click the Close Window button. You can return here by clicking the email link again.



Responding to Email Notifications

4. Click the **Close Window** button.

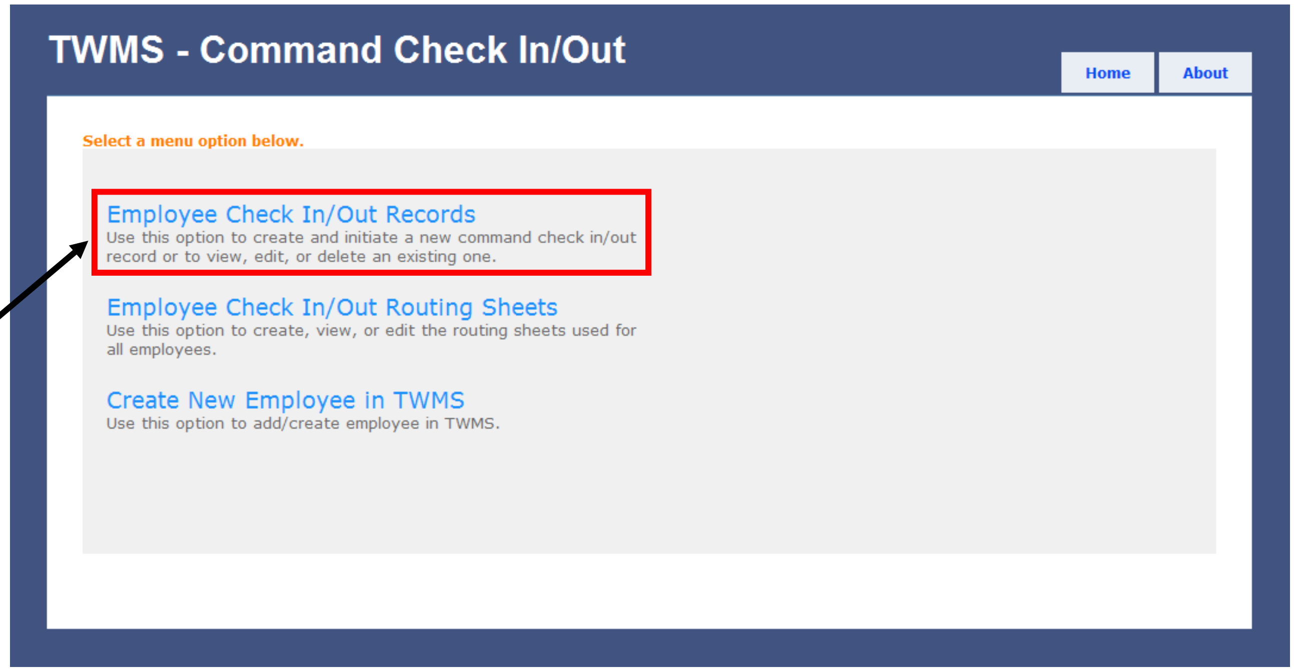
Feedback will let you know your status has been recorded.

Tracking Check In/Out Records

TWMS allows you to track the progress of any check in or check out record for the employees within your scope. You can also resend reminder emails to one or more functional areas who have not yet taken any action for their part of the employee's routing sheet.

To track the progress of a Check In or a Check Out record:

1. Click the **Employee Check In/Out Records** link from the Check In/Out Main Window.



Tracking Check In/Out Records

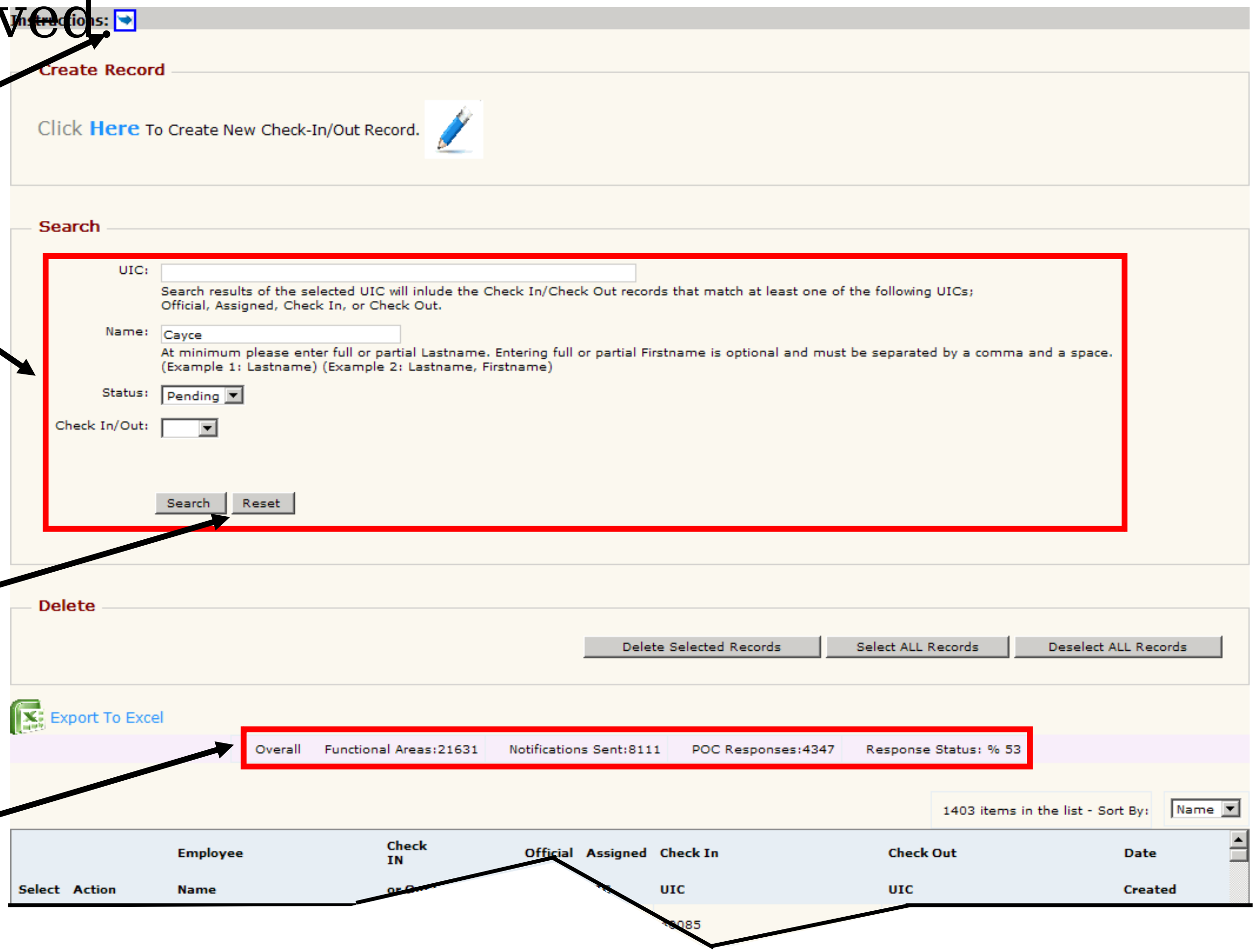
By default, all existing Check In/Out records within your scope having a "Pending" status will be displayed here. You can search for specific records you are interested in including those that have already been archived.

Click here to expand/collapse the instructions for this page.

2. Enter any search criteria to find the record(s) you want to view and then click **Search**.

Click the Reset button to clear all search criteria.

Overall statistics for the records currently displayed are found here.



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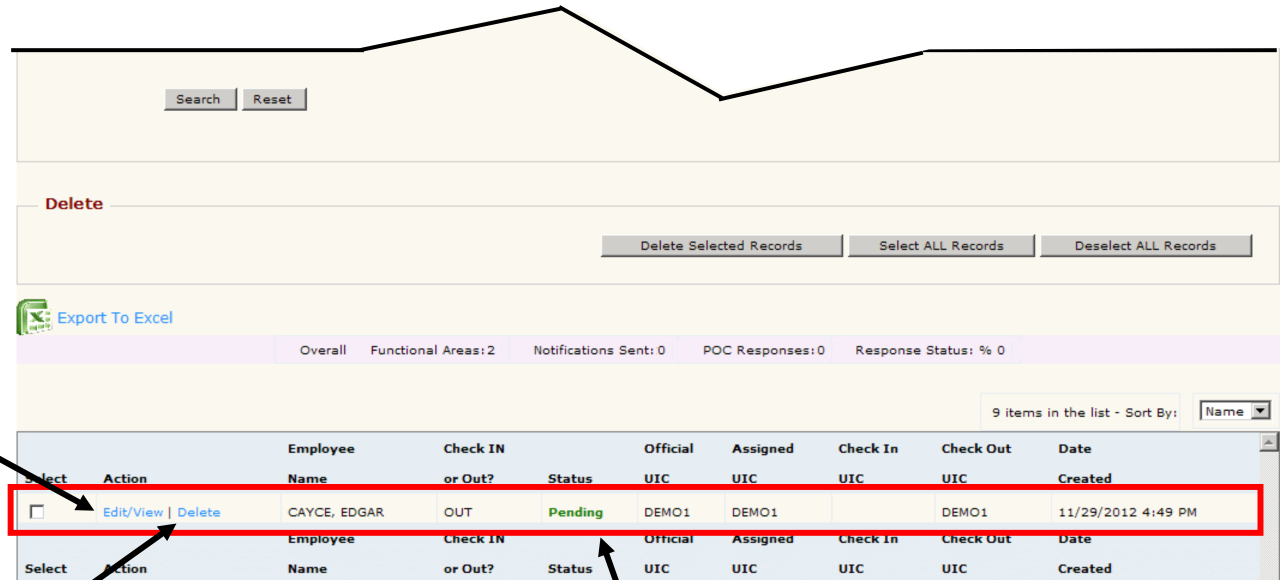
Tracking Check In/Out Records

After selecting the Check In/Out record you want to track, you will be able to view the response status of each Functional Area and resend notification emails to the POCs as needed.



3. Click the Edit/View link corresponding to the Check In/Out record you want to track.

You are also able to click the Delete button to delete this Check Out record.

The status of this record is “Pending”.

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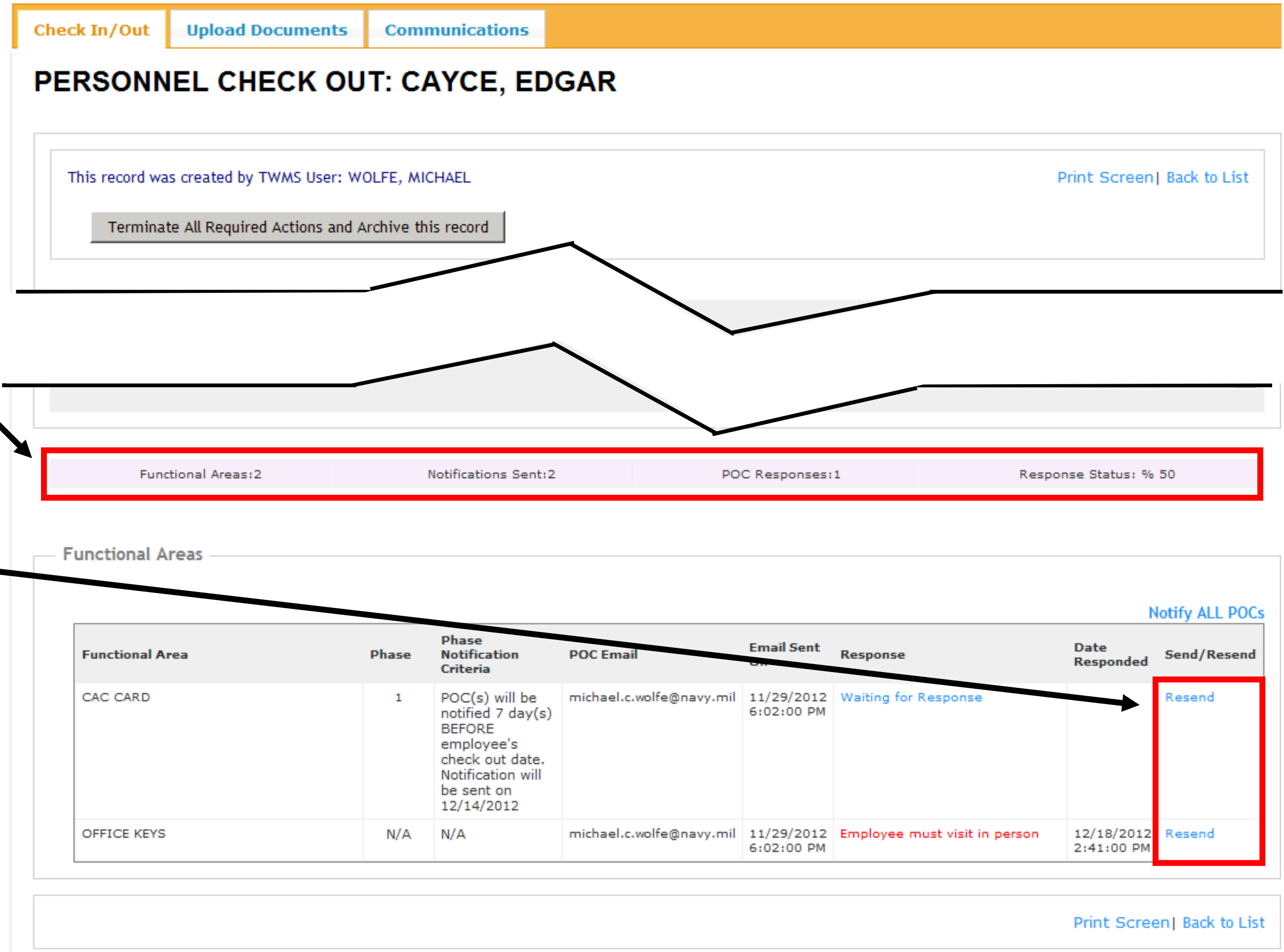
Tracking Check In/Out Records

The Check In/Out record now displays and provides information regarding the response status of each Functional Area.

Statistics for this record are found here.

4. Click the Resend button to re-notify the POC of a Functional Area.



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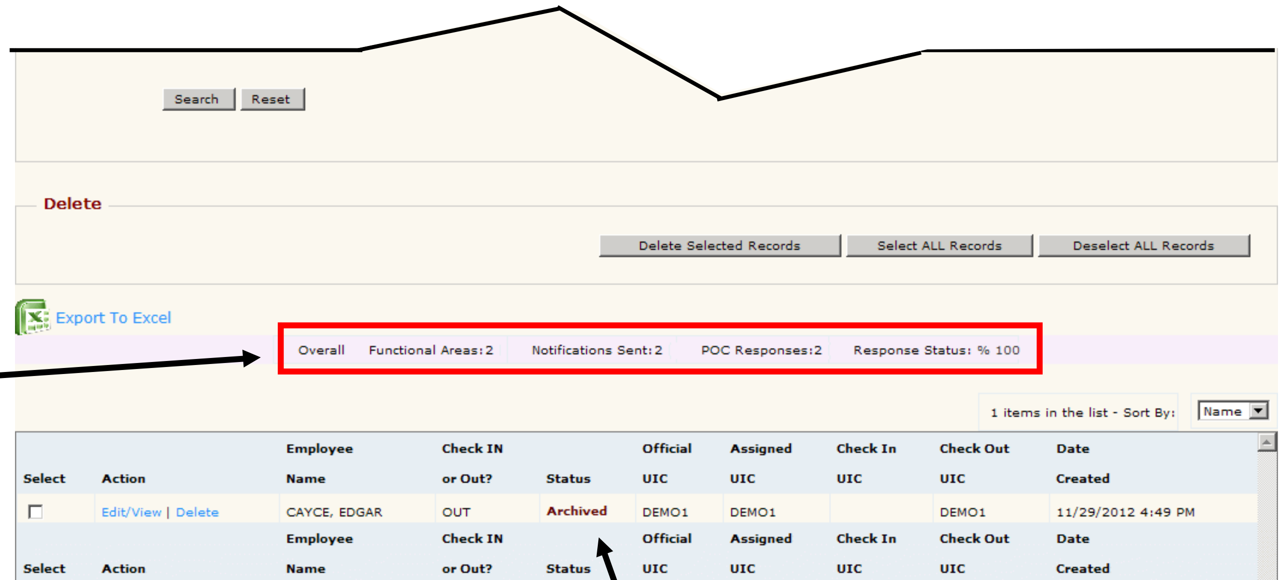
Tracking Check In/Out Records

The status of a Check In/Out record will change to “Archived” after the responses for all POCs have been set to “No Further Action Required”.



Statistics for this record reflect that all POCs have responded.

The status of this record is “Archived”.

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